

APPOINTMENT PROCESS / FIRST MEETING

1. Letter of Interest

Citizens interested in being considered for appointment to the Town Government Study committee must submit a letter of interest to the Town Moderator.

Letters of Interest should include, name and precinct, telephone number, email address and mailing address along with an explanation of why you are interested in serving on the Town Government Committee, what qualifications you may bring to the Committee and how you are knowledgeable in Town affairs.

Letters of interest should be addressed to Town Moderator, Mark Sylvia and submitted as follows:

Via Mail: Town Government Study Committee
 Attention: Anne Kakley
 40 Center Street
 Fairhaven, MA 02719

Via Email: msylvia11@comcast.net

Submissions are due by June 7, 2013 by 4:30PM

Information regarding the Town Government Study Committee can be found by going to the Town of Fairhaven website at www.fairhaven-ma.gov, clicking on Board and Committees and selecting Town Government Study Committee.

2. Interview Process

Every citizen that submits a letter of interest will be interviewed by the Town Moderator. Interviews will be scheduled after the submittal deadline. Appointments will be made once the interview process is concluded.

3. Appointments / Convening the Town Government Study Committee/ Term

The Town Moderator will announce the names of the full committee publically and all appointees will be required to be sworn in by the Town Clerk before the first meeting of the Town Government Study Committee is convened. The Town Moderator in making the appointments will designate an Acting Chairman who will preside over the first Town Government Study Committee meeting. The Town Moderator will set the date of the first Committee meeting in consultation with the Acting Chairman.

Town Government Study Committee members shall serve until such time as recommendations are presented to and acted upon by Town Meeting or unless otherwise dissolved by Town Meeting.

4. Meetings

The Town Government Study Committee shall establish its meeting dates and agendas pursuant to the Open Meeting Law and will ensure that sufficient public comment is provided throughout the Committee's term.

The agenda for the first meeting of the Town Government Study Committee will be coordinated between the Town Moderator and the Acting Chair and will include:

1. Election of permanent Chair, Vice Chair and Clerk
2. A presentation on the MA Open Meeting Law
3. An overview of the current Fairhaven Town Government
4. Distribution of the Department of Revenue Report
5. Discussion of a schedule / timeline for the Committee to conduct its work

5. Funding

Town Meeting authorized the appropriation of \$5,000 for expenses of the Committee – expenses include but are not limited to, printing and other materials, clerical support and legal/consulting services. The Town Government Study Committee shall establish a budget for the expenditure of funds and shall approve all such expenditures and keep appropriate accounting of said funds.

6. Report / Outcomes

As per Article 11 of the May 4, 2013 Special Town Meeting, the Town Government Study Committee shall conclude its work and submit its recommendations to the 2014 Annual Town Meeting or a subsequent Town Meeting for Town Meeting to take action.