

TOWN OF BRIDGEWATER



OFFICE OF THE TOWN COUNCIL

APPROVED - 10/29/18 (3-0 Vote)

Rules & Procedures Committee Meeting Minutes

Meeting Date: 10/15/18

Committee Members Present:

Aisha Losche, Chair, District 1 Councilor
William Wood Member, District 6, Councilor
Shawn George, Member, District 3, Councilor

Others in Attendance:

- Town Manager, Michael Dutton

Call to Order: 7:33 pm

Minutes – 10/1/18

Motion: A motion was made by Councilor George to approve minutes of 10/1/18. The motion was seconded by Councilor Losche.

A voice vote was taken and the motion passed 2-0.

Order O-FY18-004: Evening Hours – Office of the Town Clerk

Hold in committee pending update from Town Manager.

New Councilor Orientation:

The committee made the following changes:

- a. Introduction - add reviewing the Council's Rules and Procedures as well as Robert's Rules of order
 - i. Town will create a username and password for you to be able to access email portal via the bridgewaterma.org site
- b. 1:1 – Change wording to “When are you available to meet with the Town Manager?”
- c. Council Meeting Agenda – section, add: “It is helpful to review the packet prior to meeting.” Town Council Clerk sends the Friday prior to a meeting.
- d. Legislation
 - i. Prior to giving to Town Manager or Town Attorney, please have new legislation reviewed by Council Clerk
- e. The Onboarding Process:
 - Town Manager to introduce the new councilor to meet with Dept Heads within the first 30 days of being elected
 - Give a short description of what each Council Committees do, who is on the team
 - President to hold a welcome meeting to present this information and binder to include:
 1. The Charter
 2. Council Rules
 3. Other Suggestions?
 4. Abridged Robert's Rules

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Council Rules & Procedures Edits:

Began review of Rules & Procedures starting at Section XXII (page 5) Written Proposals

Public Comment – None

Next Meeting:

October 29, 2018 at 7:30 p.m.

Motion: A motion to adjourn was made by Mrs. Losche. The motion was seconded by Mr. George. A voice vote was taken and the motion passed 3-0. The meeting adjourned at 8:39 p.m.