

## **GTF: Ordinance and Policy Sub-Task Force Meeting Minutes Thursday, April 20, 2023**

Attendees: John Scheflen, Kate Threefoot and Bev Clendening

Meeting was called to order at 7:32.

Minutes from the March meeting were approved with minor changes.

Kate forwarded the following documents to the sub-TF:

- Ordinance #14 which was revised as suggested by the full GTF and is ready to be posted to the GTF Web Page
- Minutes for the January and February full GTF meeting and the January Public meeting. John will review the February minutes.

### **Policies**

John provided a list of all policies that have been identified.

Civic Committee has sent a list of policies. Some of the listed items are descriptions but not actual policies.

- Reservations and Use of the Field Theatre was approved at the June 24, 1996, TA meeting. Forms for reservations, which also contains rules for use of public spaces, can be found under Permits and Forms pull-down menu on the Arden Webpage. The Ordinance and Policy Sub-GTF recommends that a formal policy be written and presented to TA for approval. All policies should be posted in the Policy Dropdown menu on the Arden Webpage.
- Use Permit for Sherwood and Village Greens. Information is found under forms and permits on the Arden Webpage. The Ordinance and Policy Sub-GTF recommends that a formal policy be written and presented to TA for approval. All policies should be posted in the Policy Dropdown menu on the Arden Webpage.
- Use of glyphosate. A policy was adopted at the TA meeting on Sept 24 2018. It is not posted under Policies on the Arden Webpage.
- Other policies were not discussed individually. Bev will work with the Civic Committee to decide which policy need to be formalized and published in the Webpage.

Forest committee now has a statement of the use of chemicals in the forest in the revised Forest Stewardship Policy, which will be presented at the June 2023 TA meeting. Forest should have a policy about Indian circle and the restricted hours of use. All of policy information is in the permit. It should be made into a formal policy. Bev will handle this.

## Financial Policies

- There are policies in place that were never voted by TA. The lawyer suggested that a new ordinance about policies could be written.
- Present policies may need to be changed based on changes in Charter.
- Financial contributions – written by Danny Schweers needs to be updated.
- Other policies that are recommended:
  - Employment – hiring, compensation, discipline/termination, define the difference between employee and contractor
  - Contracts
  - Investment policy is old and needs to be revised.

## Policies for other committees

Budget – Capitol Maintenance and Repair – Kate will work on this.

Archives – Lisa Mullinax – no policies. Need policy on acquisition. John is working on this.

Assessors – New committee each year. For continuity and transparency, there should be a standard set of procedures and a standard set of information to work from. Kate will work with Assessors on this.

Audit – Kate will work on this. Outside Auditor dropped Arden because we were not able to provide the documents they wanted. John suggested that we continue with an internal audit that covers the village and the trustees. Arden could hire an Accountant to tell us what we need to have. With internal audit with a sampling procedure. We should have a document describing the sampling process.

Community Planning - John is on the committee and is handling this.

Playground – Larry Walker they have rules about equipment safety.

Registration – all policies written and posted. John will read their policies carefully against Charter.

Safety has no policies. They should have policies about signage, policies about dealing with encroachments. Bev will try to work with the committee.

## Miscellaneous policies

Conflicts of interest

FOI

Non-discrimination

Ordinance #15 is still under discussion by the full GTF. Issues that still need to be addressed: 1) definition of occupancy and vacancy, 2) temporal aspects, and 3) waivers and extension of waivers.

### By-laws

Charter has a "Savings Clause," which presumably covers by-laws. Some items such as the rules for conducting meeting are found in the 1957 by-laws. Bylaws and ordinances appear to have the same force of law, but bylaws are passed by referendum not by a majority of votes at a town meeting. If By-laws and Charter disagree it is unclear which takes precedence. If we need to review By-laws which parts overlap with the Charter which are not included in the Charter. Kate suggested that the by-laws should be obsolesced, and a policy could be but in place. Policies are easier to change. The procedural agreements should be in a policy which is more easily changed. Town chair should have a policy covering things like how to run a meeting which is currently in the by-laws. We could recommend that the by-laws be repealed and turned into policy.

### Policy on Policies.

John suggested that this "policy" be changed to guidelines. The guideline would not need the approval of TA.

John suggested that in the statement about Approval of Town Assembly ( "A policy should be approved by the Village Assembly before effectiveness if it would impose a significant cost of compliance on a leaseholder, affect leaseholders' use and enjoyment of their leaseholds or affect the right of a resident to vote or otherwise participate in Village government." ), "policy SHOULD be approved" be changed to "the TA has the authority to adopt."

All policies should be announced at TA. If policies were presented to the Advisory committee before presentation, the Advisory committee could recommend which policies need to be approved by TA. Advisory could also determine if a policy might be better presented as an Ordinance.

Meeting was adjourned at 9:13.