



TOWN OF **NEWMARKET** NEW HAMPSHIRE

CHARTER COMMISSION

Tuesday, May 27, 2025, at 7:00 PM

Town Hall, Council Chambers

ORGANIZATIONAL MEETING MINUTES

Approved June 10, 2025

Members Present: John Bentley, Scott Blackstone, Chris Hawkins, Phil Nazarro, Patrick Reynolds, Russ Simon, Dan Smith (arrived 7:12 PM), Toni Weinstein, Al Zink

The Town Clerk opened the meeting at 7:00 PM.

1. Pledge of Allegiance

2. Welcome and Introductions

3. Oath of Office

The Town Clerk administered the oath of office to the eight members present. Dan Smith arrived at 7:12 PM and the Town Clerk administered the oath of office to Mr. Smith at 7:26 PM.

4. Election of Chair, Vice Chair, and Secretary

The Town Manager opened the floor to nominations for Chair. Chris Hawkins nominated Toni Weinstein for Chair. Seconded by John Bentley. No further nominations were made. Toni Weinstein was elected Chair by roll call vote 8-0. Dan Smith was absent at the time the vote was taken.

The Chair opened the floor for nominations for Vice Chair. Chris Hawkins nominated Phil Nazarro as Vice Chair. Seconded by Al Zink. No further nominations were made. Phil Nazarro was elected Vice Chair by roll call vote 8-0. Dan Smith was absent at the time the vote was taken.

The Chair opened the floor for nominations for Secretary. Vice Chair Nazarro nominated Chris Hawkins. Seconded by Al Zink. There were no further nominations. Chris Hawkins was elected Secretary by roll call vote 8-0. Dan Smith was absent at the time the vote was taken.

5. Explanation of the Charge of the Charter Commission – Steve Fournier



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Town Manager Steve Fournier provided the Commission an overview of its function and the various forms of municipal government in New Hampshire. Members of the Commission asked questions about the relationship between the Charter Commission and the School District, about the various forms of municipal government, and the history of the Newmarket charter. Mr. Fournier affirmed that the Town administration will support the Charter Commission in its work without attempting to steer the outcome.

Mr. Fournier reminded the Commission that the Commission should not deliberate through emails and that emails should be limited to scheduling and administrative issues. All emails should be copied to the Town Clerk to facilitate compliance with the Right-to-Know law.

6. Adoption – Rules and Regulations Governing the Conduct of Meetings

The Chair will draft rules and regulations for the conduct of meetings based upon the Town Council's rules and regulations. The Chair will present a draft for the Commission's approval at the next meeting.

7. Establishment of Tentative Meeting Calendar/Timeline

The Commission will meet twice per month. The meeting schedule through August will be as follows:

- **June 10**, Town Hall, 7:00 PM – Public Hearing
- **June 24**, Town Hall, 7:00 PM – Business Meeting
- **July 8**, Town Hall, 7:00 PM – Business Meeting
- **July 22**, Town Hall, 7:00 PM – Business Meeting
- **August 5**, Town Hall, 7:00 PM – Business Meeting
- **August 19**, Town Hall, 7:00 PM – Business Meeting

The Town Clerk advised the Commission that it needs to submit its preliminary report by **October 30, 2025** and the report must be submitted to the Secretary of State and Department of Revenue by **November 6, 2025**. The report must also be reviewed by the Town's attorneys.



8. Other Business

The Commission will solicit input from the Town Manager, the Town Clerk, the School Board, the Planning Board, the Capital Improvement Committee, and Town residents. There was discussion that the Commission should consider the community goals described in the latest revisions of the Master Plan.

The Commission asked the Town Manager to provide a memorandum describing the various forms of Town government and pertinent governance features of each form.

The Commission will ask a representative of the NHMA to attend a meeting and provide an overview of Town government and identify the latest issues and trends of municipal governance. The Secretary will contact the NHMA and ascertain their availability for this purpose.

The Commission discussed whether it should consider the creation of wards to ensure representation across all geographic areas of the community.

The Commission created two subcommittees. The first was to consider a survey of former Town Councilors and of the Town's residents. The survey subcommittee consists of the Chair, Mr. Reynolds and Mr. Smith. The second subcommittee was to consider ways and means of public outreach and communication. The second subcommittee consists of Mr. Simon and Mr. Bentley. The Commission will seek a legal opinion whether subcommittee meetings must be noticed and minutes taken. The Secretary will convey this question to the Town's attorney through the Town Manager.

9. Action Items for Next Meeting

Chair – Draft Rules and Regulations Governing the Conduct of Meetings and draft a standing agenda.

Secretary – Contact NHMA to ascertain availability to meet with Commission; Contact legal counsel through the Town Manager re: 91-A issue with subcommittee work; Draft minutes.

Survey Subcommittee – Propose draft survey questions for review and approval by Commission.



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Communication Subcommittee – Propose means and methods of communication to elicit and encourage public and stakeholder input.

10. Adjournment

Mr. Hawkins moved to adjourn the meeting. Mr. Simon seconded the motion.
Unanimous vote to adjourn at 8:22 PM.

Respectfully submitted,
Christopher D. Hawkins
Secretary