

Received 9/17/25
9:48 AM Jodi Moore, ATC

Town of Durham
Special Charter Revision Commission
Wednesday, September 10, 2025
MEETING TO IMMEDIATELY FOLLOW THE PUBLIC HEARING
Gymnasium, Community Center, and Remote via Zoom
Meeting Minutes

[Meeting Recording](#)

Passcode: xep4s=Vb

1. Call to order

Co-chair Laura Francis called the Special Charter Revision Commission meeting of Wednesday, September 10, 2025 to order at 7:51 p.m. Also present: Al DiVincentis, Eileen Buckheit, Matt LaFayette, Christian Godbout, John Bugai and Martin Anderson (Zoom).

2. Discuss comments from Public Hearing

A. DiVincentis: agreed with showing all drafting changes to the public, liked the idea of thinking big/professionalizing town positions, spoke to experience with town managers. Thanked the public for their input.

L. Francis: felt the committee should consider everything available to them. There have been a lot of changes since 2006, not just in terms of the town but in world. Huge changes in technology. She agreed it is important to make all documents public and all proposed revisions evident. She spoke about how to address pain points.

E. Buckheit: is looking forward to hearing from individual departments and chairs. She would like to research professionalizing Town Hall; what are other towns this size doing, HR Director, etc. Focusing on big picture ideas, regionalization, ways to save money, how the state and the world are changing.

M. LaFayette: Echoed previous member comments. Interested in hearing from boards/commissions and employees. Noted the importance of transparency and encouraged the public to continue participating.

C. Godbout: looking forward to hearing how the town operates and agreed with the importance of sharing all edits for transparency. He spoke about his experience in the technology world, the town needs to fully embrace changes.

J. Bugai: felt the town manager route may not always work, interested to see how other towns manage. Noted comments on the Board of Education vote should be investigated as well, felt more participation is better.

3. Next steps and member comments

L. Francis noted that due to a family obligation M. Anderson was on the Zoom call tonight. The chairs briefly discussed how to best organize the agenda for the October 1st meeting.

She asked the members to start considering the following ideas and be prepared to vote on some at the next meeting:

- a. Formatting agendas for consistency
- b. Rules of engagement for the members, including how to behave/conduct ourselves
- c. Interviews: with the help of First Selectman's Office, compiling a list of department heads to interview. Ideas on how to conduct, divide and/or bring back in larger groups, not just the chair but also members of boards/commissions.
- d. Technology: what tools are available to use, how to keep documents up to date with edits. Committee discussed using Microsoft/Teams and what is best/most transparent for the public to view. Asked members to research and bring feedback to the next meeting. The First Selectman's Office has created a shared drive on Microsoft with all documents so far and will give all members access. Will work on getting the committee access to Teams as well.
- e. Freedom of Information: L. Francis handed out documents from Selectman Tom Hennick (former FOI employee). Tom will be available in November to give a brief overview.
- f. Approach and timeline: how long will discovery take; will the committee go by chapter by chapter or organize in way of topic.
- g. Budget: in 2006 the committee spent approximately \$25,000, costs include publication, legal notices, legal review, recording secretary. Committee needs to discuss what can be absorbed in this year and what will be requested for fy26-27.

4. Adjourn

Meeting adjourned at 8:21 p.m.,
Respectfully submitted,
Jaclyn Lehet