

**From:** Robert Coulter, Chair  
Donna Cook, Vice Chair  
Richard Rom, Secretary

**To:** Charter Review Commission

**Date:** August 15, 2017

**Re:** Proposed High-Level Workload Schedule Phase

PHASE	TIME FRAME	DESCRIPTON
Organization	July 2017	Installation and administrative organization of CRC.
Request for Proposal	August 2017 - October 2017	Receive Initial review comments and consideration from commissioners (August), government bodies/officials (September) and public (October).
Deliberation	November 2107 - April 2018	Triage proposals and research/ review/deliberate in detail.
Finalization	May 2018 - July 2018	Finalize decisions and work product; prepare for Town Council and submissions to electors.

**Notes:**

- This is a rough framework only; subject to change as the term proceeds.
- The “Request for Proposals” phase would allow for initial presentation of comments and potential changes. Additional ideas could come later, but the Request for Proposals phase ensures dedicated time reserved up front to efficiently manage workload and time budgeting for the term.
- Input and invitations for reserved time to be extended to elected bodies and officials, and to the Town Administrator. Town Administrator would be requested to coordinate with all municipal departments and appointed boards/commissions.
- If more time is needed, the Request for Proposals phase could be extended into December.
- Public input welcome at any time and formal public hearings also likely in the Finalization phase. Deadline for submissions from non-commissioners, however, is December 31, 2017.
- Request for proposal phase reserves dedicated time for proposals August-October.
- Submissions forms requested to ensure CRC inventories and triage considerations in the deliberation phase.