

SECTION 2.

SECTIONS 2-56, 2-71, 2-72, 2-73, 2-74, 2-81, 2-83, 2-86, 2-87, 2-88, and 2-89 of CHAPTER 2, ADMINISTRATION of the Town Code of Tiverton are hereby amended to read as follows:

Sec. 2-56. Minutes and Agendas of boards, commissions and committees.

(a) All commissions, committees and boards under the jurisdiction and authority of the council, whether established by charter or ordinance, shall submit in writing through their chairman, , the minutes of the previous month's meetings. Minutes shall be submitted to the town clerk for distribution to councilmembers before the first of each month. Chairpersons of such commissions and boards should also be prepared to present an oral report **to the Town Council** of the activities and plans of that respective organization at least once per year.

(b) **Minutes shall include, but not be limited to, date, time and place of meeting; members present and absent; record indicating how individual members voted; a monthly report on future plans and the status of pending items; other relevant information that a member asks to have included.**

(c) All commissions, committees and boards shall be responsible for proper posting of agendas in accordance with State Open Meetings laws.

Sec. 2-57 – 2-80. Reserved.

DIVISION 2.

ECONOMIC DEVELOPMENT COMMISSION

Sec. 2-81. Creation.

The Economic Development Commission is created in Section 1014 of the Town Charter, and shall have the duties and responsibilities set forth therein.

Sec. 2-82. Organization; members; terms.

(a) The economic development committee shall consist of five members to serve terms of **four** years. The terms of the initial members shall be staggered.

(b) The committee shall consist of three individuals representing town businesses and two individuals not directly connected with town business. The town council shall use good judgment in making the distinction for the purposes of committee membership. A town business shall be one recognized and assessed as such by the board of tax assessors.

Sec. 2-83. Purpose and responsibility.

The economic development committee shall be responsible for the following:

- (1) To understand the rules and regulations of the enterprise zone council.
- (2) To assist the zone coordinator with required reporting to the state department of economic development.
- (3) To assist in the search for and the attraction of businesses which would be favorable in the development and stability of the town's tax base and the town's economic future.
- (4) To assist businesses to understand the rules and regulations of the enterprise zone council.
- (5) To act as a liaison between town businesses and the town council, making recommendations to the town council that are in the best interest of the town and businesses.
- (6) To select a representative from the committee to meet with the zone coordination committee, consisting of the zone coordinator, the Portsmouth zone coordinator, the town building official and the chairperson of the Portsmouth economic development committee.
- (7) To submit a brief written report on a quarterly basis to the town administrator and town council with a summary of applications issued to businesses, submitted to the department of economic development for certification, certified by the department of economic development as enterprise zone businesses and any other pertinent information.
- (8) To submit a brief written report on an annual basis each January to the town administrator and town council.