

**TOWN OF MANSFIELD  
TOWN COUNCIL  
Ad hoc Committee on Ordinance Development and Review  
Thursday, July 29, 2010  
Audrey P. Beck Municipal Building  
Conference Room B  
7:30 am**

MINUTES

**1. Call to Order/Roll Call**

Ms. Keane called the meeting to order at 7:34 AM

Members present: P. Kochenburger, D. Keane, M. Lindsey

Guest(s): J. Jackman

**2. Minutes:**

D. Keane moved and P. Kochenburger seconded that the minutes of July 22<sup>nd</sup> be approved as drafted. The motion carried unanimously

**3. Draft Ordinance: Proposed Amendments to the Fee Schedule for Fire Prevention Services**

Committee members and staff reviewed proposed revisions to the previously distributed draft ordinance. Particular attention was given to: fees as they would impact small businesses and not for profit organizations.

Deputy Chief/Fire Marshal Jackman was asked to consult with the Finance Department to determine if there was a reasonable means of defining small business and or small not for profits. Jackman will report his findings at the next committee meeting.

After discussing potential next steps, Committee members agreed that they needed an additional meeting to discuss the potential impact of the ordinance, and that they would like to give the Town Manager an opportunity to provide a management perspective.

**4. Future Meetings**

Committee members would like to schedule the next meeting of the Ad hoc Committee on Ordinance Development and Review during the week of August 9<sup>th</sup>. Staff will check availability of Committee members prior to posting agenda.

**5. Adjournment**

The members adjourned the meeting at 8:32 AM.

Respectfully submitted,

John Jackman  
Deputy Chief/Fire Marshal