

Charter Review Committee 2015/2016
April 26, 2016 Minutes

Members in attendance: Chairman Roberta Soolman (Roberta), Vice Chairman Ken Rush (Ken), Steve Greenberg (Steve G), Alexis Christopher (Alexis)

Members absent: KG Narayana (KG), Joe Magnani (Joe), Betsy Emberley (Betsy)
Guest: Steve Morgan (Steve M)

Call to Order: 7:00 pm. (2nd floor meeting room)

1. Welcome and Introductions:

Roberta called the Charter Review Committee (CRC) meeting to order, welcomed everyone. She indicated that the following members were missing due to:

Betsy – conflict

Joe – on mend from hospital visit

KG – at the Board of Health meeting

Also, Roberta indicated that she received an email from Steve Morgan (Steve M) who said he would be attending. He (Steve M) arrived at 7:06 pm.

2. Review Meeting Minutes

Roberta handed out a matrix indicating status of previous meetings' minutes. The list indicated that there were minutes that had issues:

10/15/15 - submitted previously; needed to recheck with town clerk

11/12/15 - check to see if submitted to town clerk

12/10/2015 - Betsy will get to shortly

12/16/2016 - Betsy will get to shortly

01/11/2016 - Betsy will get to shortly

Reviewed the minutes from the 1/23/2016 public forum for residents. Discussed the fact that no residents were listed as attending because sign-in was optional, and we didn't want the list to be inaccurate or incomplete. Steve G moved to approve minutes as written, seconded by Ken

Vote: 4-0-0.

Reviewed the minutes from the 1/26 /2016 public forum for residents. Ken moved to approve minutes as written, seconded by Alexis.

Vote: 4-0-0.

Reviewed the minutes from the 1/31/2016 public forum for residents. Steve G moved to approve minutes as written, seconded by Ken.

Vote: 4-0-0.

Review of minutes from April 4, 2016 will need to wait until Joe is able to complete them.

3. Review of combined notes from three residents' forums.

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Roberta handed out a printout of the combined notes from the three residents' forums for our review to determine what areas we wanted to address with Michael Ward (of the Collins Center) and which areas our committee needed to do research. After reviewing the notes, the committee determined there were a series of questions that definitely needed to be addressed by Michael Ward including:

- What committees/trustees must be elected?
- What about Town Clerk?

Also, the committee determined six (6) areas that the committee to do research, i.e., how other towns address each area. These areas are as follows with the assigned committee member:

1. Town Meeting – Ken
2. Elected Officials – Steve
3. Recall – Roberta
4. Town Moderator – Alexis
5. Human Resources – Roberta
6. FinCom – reporting (school, capital, warrant, budget) – Alexis
7. Code of Conduct – Joe

During this discussion, Steve M indicated, at various times, the related State Law Chapter and Section associated with the discussion. He also indicated that he would send to the committee the updated DOR covering capital budgets.

4. Michael Ward engagement 6/8/2016

The committee will get one two (2) hour meeting to try and address known issues. In order to do this efficiently, the committee needs to organize the issues down to six (6) to ten (10) questions. Further engagement will require a contract that could be from five (5) to forty (40) hours.

5. Next Meetings:

05/11/2016, Wednesday- meeting
05/25/2016, Wednesday- submit research to Roberta for distribution to committee
06/01/2016, Wednesday – meeting, finalize questions
06/08/2016, Wednesday – meeting with Michael Ward

A motion to adjourn was made by Alexis, seconded by Ken, at 9:01 pm.
Vote: 4-0-0.

Minutes taken and submitted by:
Alexis Christopher

Documents:
Meeting – Minutes Status Matrix
Minutes: 1/23 Public Forum for Residents
Minutes: 1/26 Public Forum for Residents
Minutes: 1/31 Public Forum for Residents
Combined notes from Public Forums for Residents