

**CHARTER REVIEW COMMITTEE MEETING MINUTES**  
**Town Hall – Room A**  
**May 11, 2016**

Members present: Chair Roberta Soolman (Roberta), Vice Chair Ken Rush (Ken), Steve Greenberg (Steve), Alexis Christopher (Alexis), Secretary Betsy Emberley (Betsy) who joined the meeting at 7:30 p.m. and KG Narayana (KG)

Members absent: Joe Magnani (Joe)

Call to Order: 7:13 p.m.

Guests: None

**1. Welcome and Introductions:** Roberta welcomed everyone.

**2. Approval of minutes:**

- a. Alexis moved, Steve seconded and the committee voted 4-0-1 (KG abstained, Betsy was not present) to approve the minutes for April 26, 2016 as amended.
- b. Approvals of the minutes for December 10, December 16 and January 11 were deferred.

**3. Review of Research:**

- a. *Town Meeting: Ken*
  - Conducted research on the internet regarding open and representative Town Meetings
  - Question for Michael Ward: why do towns switch from one to the other?
  - Ask Michael Ward for information about East Longmeadow's recent change
  - Steve said he had some information and would email it to everyone
- b. *Elected Officials: Steve*
  - Has information he will email to Roberta to distribute to the committee
  - The State Ethics Commission has material on members of the Board of Selectmen serving on other boards
- c. *Recall of Elected Officials: Roberta*
  - Has no information at this time
- d. *Town Moderator: Alexis*
  - She will get a state document outlining the role of Moderator
  - Ken suggested she also get a copy of the rules of order for Town Meeting if there is one.
- e. *Human Resources System: Roberta*
  - Has no information at this time
- f. *Finance Committee: Alexis*
  - Expected to get a copy of Department of Revenue material from Mr. Stephen Morgan, but she has not received it yet.

g. *Code of Conduct: Joe (not present)*

- Steve found a State Ethics Commission document for a Code of Conduct regarding only the Board of Selectmen

**4. Other Business:**

- A reminder that the town's Open Meeting Law Training conducted by Lisa Mead, Town Counsel, will be held on May 23 at 6:30 p.m. at the Community Center. All members are urged to attend.

**Next meeting:** June 6th

A motion to adjourn was made by KG, seconded by Ken at 7:53 pm and voted 6-0-0.

Minutes taken and submitted by:  
Betsy Emberley, Secretary

**Documents distributed at meeting:**

1. Excerpts from other town charters regarding elected officials (Abington, Burlington, Concord, Franklin, Hopkinton, Plymouth, Sturbridge)

*Please note: these minutes represent are a representation of the actions and discussion at the Charter Review Committee meeting and are not a verbatim transcript.*