

ASHLAND CHARTER REVIEW COMMITTEE MINUTES

JUNE 30, 2016 (7:00 to 10:00 p.m.)

Ashland Town Hall – Room A

Members present: Ken Rush (Vice Chair), Alexis Christopher (Alex), Betsy Emberley (Betsy), Steve Greenberg (Steve), Joe Magnani (Joe), KG Narayana (KG)

Absent: Roberta Soolman (Roberta)

Guests: None

1. Welcome and Introductions

In Roberta's absence, Ken Rush presided and called the meeting to order at 7:05 p.m.

2. Approval of minutes from 6/8/16 previously distributed

Alexis moved, Joe seconded, and the committee voted 5-0-1 (Betsy abstained as she was not present on 6/8/16) to approve the minutes as distributed.

3. Preparation for Town Tent at Farmers' Market on July 2

- a. KG displayed the poster for the tent. Everyone agreed it looked great and thanked KG.
- b. In reviewing the resident questionnaire previously distributed by Roberta, the committee agreed to remove the line "Please include your contact information if you want us to contact you to discuss your ideas." Providing contact information will remain on the form as optional.
- c. The committee discussed the resident questionnaire to be distributed online via Survey Monkey.
 - i. The committee agreed to add "Contact information is optional."
 - ii. Betsy will create a document with the title of the survey, the greeting message, the survey, the url and a closing page.
 - iii. Betsy will ask Paul Carpenter (IT) to add the survey url to the town's web page.
 - iv. Betsy will ask Susan Robie or Diane Mortensen to put the url on the Town's Facebook page and will send them the document.
 - v. KG is printing slips with the url for distribution at the Town Tent.
 - vi. Betsy will provide everyone with the url to test before it's goes live.

- d. KG and Alexis will be at the tent from 9 am to 1 pm, Joe will be there from 9 to 11 a.m. and Ken will be there from 11 am to 1 p.m. Betsy and Steve are not available.

4. Update on Member Research re Collins Center

- a. Steve and KG had volunteered at the last meeting to contact E. Longmeadow, Framingham and Dracut to ask for a copy of the scope of services that each municipality had with the Collins Center to see if theirs had more details.
- b. East Longmeadow and Framingham(Steve):
 - i. He distributed Collins Center proposals for E. Longmeadow, Framingham and Newton. He noted how generic they all are, and was curious about the \$5,000 figure.
 - ii. He found on the state website that towns are supposed to appropriate (depending on the size of the town) \$5,000 when the review committee starts.
 - iii. Newton worked with the other two senior people.
 - iv. Steve thinks we need to go back to them with our questions to get them clarified to ensure we're getting what we want out of the five meetings.
- c. Dracut (KG):
 - i. He has not received a response from them yet.
 - ii. He has not received a response from Pittsfield or Northampton.
- d. List of research issues for follow-up (Ken):
 - i. He distributed a list of research issues with possible categorizations: some for the Collins Center to research, some for the committee to decide and some that Michael Ward said he'd look into for us when we first met with him.
 - ii. We may want to consider recommending that the Charter mention, based on state guidelines, that the town appropriate a base amount of funding to conduct their work.
 - iii. Steve thinks we are obligated to communicate what we do to DHCD (Department of Housing and Community Development) based on correspondence he read related to Amherst's Charter Review. Steve will locate the letter and distribute it to our committee.
 - iv. Discussion ensued about topics.
 - 1. *Research Topics for Collins Center:*
 - Appointment/Election of Board of Health, Planning Board, Library Trustees: no, move to topics to be decided by committee

- Disciplinary actions against members of elected/appointed boards (unappoint, censure, sanctions): yes
- Residency or citizenship requirement for appointed boards: yes and add town employees
- Trend on term of Town Manager contacts: no, move to issues decided by committee
- Town Manager holding elected or appointive office elsewhere: yes, and add holding elected or appointive office elsewhere in an ex-officio capacity
- Add: determining whether ex-officio appointments have a vote or not

2. *Topics for committee to decide:*

- Town wide code of conduct for elected/appointed boards (application in the charter): wait to receive template from Michael Ward
- Revise recall process in Charter: wait to receive template from Michael Ward
- Revise Capital Improvement Committee requirements/authority: yes
- Revise Finance Committee appointment process: yes
- Allowing Finance Committee members to serve on other boards: no, move to Collins Center list
- Tighten up appointment/consent/review requirements between Town Manager and elected boards for agents or directors representing elected boards: yes
- Department budget reporting requirements for Annual Town Meeting: yes
- Warrant lead time for Annual Town Meeting: yes
- Timing of Town Manager/employee responses to committee requests: yes
- Revision of reference to Human Resources System in Charter: yes
- Majority or super majority of BOS for removal of Town Manager without cause: remove because it's a contract not a Charter item
- Revision of removal of appointed board members for absenteeism: yes, but will be influenced by Collins Center recommendations
- Reconsideration process for warrants at Town Meeting: yes

- Review of defined terms in Charter: yes
- Add: Bylaw review required after Charter revision adoption

5. Next meeting date: July 11 – KG and Joe are unable to attend

KG moved to adjourn, Steve seconded and the committee voted 6-0-0 to adjourn at 9:04 p.m.

Submitted by,
Betsy Emberley, Secretary

Documents discussed at meeting:

1. Town tent poster
2. Resident questionnaire
3. Collins Center proposals for E. Longmeadow, Framingham and Newton
4. List of research issues