

# ASHLAND CHARTER REVIEW COMMITTEE MINUTES

July 11, 2016

## Ashland Town Hall – Room A

Members present: Alexis Christopher (Alexis), Betsy Emberley (Betsy), Steve Greenberg (Steve G), Vice Chair Ken Rush (Ken), Chair Roberta Soolman (Roberta)

Absent: Joe Magnani (Joe) and KG Narayana (KG)

Guests: Steve Morgan (Steve M)

Call to order: 7:02 pm

### 1. Welcome and Introductions

Roberta welcomed everyone, asked if there are objections to recording the meeting. Since none were noted, Betsy started the recording device.

### 2. Approval of minutes from 6/22/16 and 6/30/16

Regarding the minutes of 6/30/16, Alexis moved, Ken seconded and the committee voted 4-0-1 (Roberta abstained as she was not present on that date) to approve the minutes.

Regarding the minutes of 6/22/16, Alexis moved, Ken seconded and the committee voted 5-0-0 to approve the minutes.

Regarding a discussion on 6/30/16 relative to \$5,000 appropriations for Charter Review work, Roberta distributed a document on the Department of Revenue website written by Stephen McGoldrick and Michael Ward of The Collins Center and Marilyn Contreas of the Massachusetts Department of Housing and Community Development regarding the differences between an elected Charter Review Commission and an appointed Charter Review Committee as there is in Ashland (<http://www.mass.gov/dor/local-officials/dls-newsroom/ct/charting-a-route-for-charter-change.html>). On 6/30/16, Steve G mentioned funding of Charter Review expenses and that, according to the population in Ashland, the Charter Review Committee should receive \$5,000. Roberta clarified that those provisions of a specific budget amount according to the population size are for Charter Review Commissions, not Charter Review Committees.

### 3. De-briefing on Town Tent at Farmers' Market on July 2

Roberta commented that Ken did a great job making sure all of the hard copies (75 in total) and survey url slips (approximately 140) were handed out, thanked everyone for their help: KG for the sign, Betsy for setting up the online survey and Alexis for helping to staff the table.

### 4. Update on resident survey

#### a. Publicity

- Blurb and survey url to Susan Robie to be distributed via town eblast (Roberta)
- Email to Friends of the Ashland Library distribution list (Betsy)

- Blurb to Metrowest News (Roberta)
- Surveys and return boxes at Town Clerk's office and library (Betsy)
- Link to online survey on Charter Review Committee page on town's web site (Betsy)
- Link to online survey on Ashland's Facebook page

**b. Online responses to date**

Betsy will distribute to all committee members the exported responses to each question for the 15 responses that have been submitted to date. Betsy will also include the url in that message so we can all send it to our own Ashland friends and acquaintances.

**5. Update on Collins Center responses to scope of services**

Roberta explained that she discussed with them a third option which is a combination of the first two options they suggested which we discussed on June 22nd. She distributed a document that explains the scope of the combined options. They will be able to begin work about two weeks after we notify them we want to contract with them. Discussion ensued. Roberta will let them know about the July 31st survey closing, and the prioritized list of issues. Steve Morgan asked Roberta if he could make a public comment, and she agreed. Steve Morgan mentioned that he is a consultant by trade and made a point that the number of hours should be the focus of what we receive for the \$5,000, we should consider deliverables, and that it's a non-valued task and we should expect guidance not decisions and couch it as a pros and cons analysis.

Steve G made a motion that we recommend to the Town Manager's office that we move forward with the contract. Betsy seconded the motion, and the committee voted 5-0-0 to approve.

**6. Update on schedule of interviews with other Committees and town staff**

The committee identified key staff and/or department heads whose input is desired. To ensure having a quorum, Roberta, Betsy, Alexis, and Steve can be available on 7/20, 7/27, 7/29 (all from 8:30 to 11 am).

**7. Next meeting date:** The next meeting date, not including the morning meetings with Town Staff, is Tuesday, August 2<sup>nd</sup>.

Alexis moved, Ken seconded and the committee voted 5-0-0 to adjourn at 8:18 pm.

Submitted by,  
Betsy Emberley, Secretary

**Documents reviewed during meeting (not including minutes)**

1. Department of Revenue article (<http://www.mass.gov/dor/local-officials/dls-newsroom/ct/charting-a-route-for-charter-change.html>).
2. Confirmed Scope of Work with The Collins Center: July 11, 2016

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