



## **Charter Review Committee Meeting Agenda**

**Date: Weds, December 1, 2021**

**Time: 7 pm**

**Location: Remote Meeting**

Remote Participation Only Instructions for residents to participate remotely can be found on the Town website homepage:

<https://town.pepperell.ma.us/683/Remote-Public-Meeting-Participation>

### **1. Call To Order And Pledge Of Allegiance**

### **2. Acceptance Of Minutes**

Review minutes from meetings on November 3, 2021 and November 17, 2021

### **3. Public Comments On The Agenda**

### **4. Public Feedback Received**

### **5. Charter Revisions - Work On Complex Issues (See List Of Items In Agenda Packet)**

Documents:

[CHARTER\\_COMPLEX ISSUES\\_LIST\\_2021\\_JUNE1.PDF](#)

#### **5.1. Item 17 Glossary For Charter - Review If A Glossary Of Terms Should Be Added**

### **6. Review Next Steps To Complete The Revised Charter Draft & Share Information**

### **7. Review Other Charter Sections As Needed, And Time Permitting**

### **8. Other Matters Which Could Not Be Reasonably Anticipated 48 Hours Prior To Meeting**

### **9. Adjournment**

The Town of Pepperell strives to assure that no individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the Town of Pepperell. Towards that end, persons with special needs are asked to contact the Selectmen's Office in advance of any meeting to assure that prior arrangements are made to assure full participation in the meeting.

#	Complex Issues	Location in Charter	Grouping
1	Social media policy	1-8	1
2	Clarification on town governance	5-1, 5-2	7
3	Alternates for committee members	7-8	8
4	Ethics	1-8	1
5	Report to town voters (and annual report description?)	2-11	3
6	Elected and appointed officials	3, 5-5	4
7	Select Board members serving on multiple member bodies	3-2b	4
8	Grievance path for town employees	4-2c	6
9	Personnel by-law	4-2c	6
10	Town hiring	4-2b, 7-8e	6
11	Organization of town government	5-5	7
12	Annual report	2-11	3
13	Long-term and mid-term committee absences	3-7, 7-10	5
14	Town administrator roles and responsibilities	4-2	6
15	Finance Committee members serving on multiple member bodies.	2-3b, 7-8	2
16	Charter changes outside of normal review cycle	7-6	8
17	Glossary		9
18	Transitional provisions	8	9
19	Affordable Housing Committee	Section 5, glossary, 3-4	7