

# Charter Review Committee Meeting, Town Hall, Meeting Room A

2/26/2020 - Minutes

## 1. Call To Order And Pledge Of Allegiance

The meeting was called to order at 7:19 pm. The pledge of allegiance was said.

The meeting was chaired by Ramona Reed, Clerk, in absence of Doug Adams and Matt Jussaume

Attendance: Charter Review Committee Members, Caroline Ahdab, John Ladik, Bob Newton Ramona Reed (Clerk), Harvey Serreze, Marilyn Tremblay

Absent: Doug Adams (Chair), Matt Jussaume (Vice Chair), Mike Tang

## 2. Acceptance Of Minutes

### 2.1. Vote To Accept Meeting Minutes From Meetings On 1/7/2020 (With Amendments), 1/22/2020 And 2/12/2020

The minutes from Charter Review Committee meetings on January 7, 2020, January 22, 2020 and February 12, 2020 were presented for review. A discussion was had about including copies of the actual feedback emails with the minutes in addition to referencing them in the minutes Feedback section. Also regarding feedback, it was discussed whether verbal remarks/opinions not directly given by a person themselves should be recorded in the minutes or should only the person's name and the subject be recorded. It was agreed to discuss these further at a future meeting when the CRC Chair and Vice Chair are in attendance.

#### 1/7/2020 Minutes

Caroline Ahdab made a motion, seconded by Marilyn Tremblay, to approve the meeting minutes of January 7, 2020 with an amendment to agenda item 4 (to add a citation from Robert's Rules of Order Newly Revised (RONR 11th ed.) concerning conventions for recording feedback from meeting guests and an amendment to agenda item 5.1 (Charter Section 2-11/Capital Plan for Town Meeting) to make a correction to the documented discussion.

These were accepted by a vote of 5: Caroline Ahdab, Bob Newton Ramona Reed, Harvey Serreze, Marilyn Tremblay with 1 member abstaining, John Ladik because he was not present at the meeting.

#### 1/22/2020 Minutes

Marilyn Tremblay made a motion, seconded by Caroline Ahdab, to postpone the acceptance of meeting minutes of January 22, 2020 because a quorum of members who attended that meeting was not present.

#### 2/12/2020 Minutes

John Ladik made a motion, seconded by Marilyn Tremblay to approve the meeting minutes of February 12, 2020.

These were accepted by a vote of 5: Caroline Ahdab, John Ladik, Ramona Reed, Harvey Serreze, Marilyn Tremblay with 1 member abstaining, Bob Newton because he was not present at the meeting.

## 3. Public Comments On The Agenda

None

## 4. Public Feedback Received

Pepperell Resident, April Healey, 39 Oak Hill St, provided feedback at this meeting to support the request to have verbiage added to the Charter that Pepperell Town elections be partisan free. She advised that this movement to encourage non-partisanship in Pepperell elections was initiated because at the last Pepperell election a candidate received support from a political party.

### 4.1. Discuss Public Feedback Received At Meeting On 2/12/2020 -Suggestion To Add Text To Charter That Pepperell Elections Be Partisan Free

The CRC members discussed reasons for and against adding text to the Charter stating that Pepperell Town elections be partisan free. No decision was made but the committee agreed that we would further discuss this at future meetings after doing additional research of other Charters and receiving more feedback, including the results of the citizen's petition of a non-binding resolution for partisan free elections that has been submitted for inclusion in the Warrant for the Annual Town meeting on May 4, 2020.

**Action:** Caroline Ahdab will research the Charters of the city of Melrose and the town of Orleans to review the verbiage about partisan free elections and to determine which sections of the Charters have this info.

## 5. Discussion / Action Items

### 5.1. Action - Follow-Up On Section 5-5 Organization Of Town Government (H.Serreze)

Harvey Serreze did further research on the Town Government organization charts, including following up with the Town Administrator's office to develop a working document so the CRC can consider revisions for the Charter section 5.5. He reviewed and drafted an organization chart and then combined this with data he received from the TA. He then created a more detailed draft and on further advice from the TA, concentrated on reviewing information about which positions/committees/boards are elected and which are appointed to ensure that aspect is correct.

**Action:** Harvey will continue to research and refine the chart and then the CRC will review for inclusion in the Charter.

### 5.2. Continue Charter Review - From Article 7 (Section 8) And On

There was not time to allow for further discussion of Article 7. This will be moved to the next meeting agenda.

#### **General "Housekeeping" Action Items for next Meeting:**

1. Ramona Reed will check with Town IT to see if there is a Town central repository for storing and archiving feedback received and CRC research documents.
2. Ramona Reed will look to post the upcoming CRC Meeting dates on the committee's homepage on the Town Website.

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

None.

## 7. Adjournment

John Ladik motioned to adjourn the meeting, which was seconded by Marilyn Tremblay. By unanimous vote, the meeting adjourned at 8:50 pm. The next Charter Review Committee Meeting is scheduled for Weds, March 11, 2020.

Minutes respectfully submitted by Ramona Reed, Clerk, Charter Review Committee