

## 4/8/2020 Charter Review Committee Meeting Minutes

Remote Meeting via On-Line Link provided on Town of Pepperell Website with this Meeting's Agenda

4/8/2020 - Minutes

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

The meeting was called to order at 7:05 pm. The pledge of allegiance was said.

Attendance: Charter Review Committee Members attended via remote connection - Doug Adams (Chair), Caroline Ahdab, Matt Jussaume (Vice Chair), John Ladik, Ramona Reed (Clerk), Marilyn Tremblay

Absent: Bob Newton, Harvey Serreze, Mike Tang

### 2. Acceptance Of Minutes

Marilyn Tremblay made a motion, seconded by Matt Jussaume, to approve the meeting minutes of March 25, 2020.

These were unanimously accepted by the committee members who were present: Doug Adams, Caroline Ahdab, Matt Jussaume, John Ladik, Ramona Reed and Marilyn Tremblay

### 3. Public Comments On The Agenda

None.

### 4. Public Feedback Received

None since the last meeting on March 25, 2020.

### 5. Discussion / Action Items

Review of Charter Article 3.2 Board of Selectmen

As a follow up to the prior meeting's discussion and vote to pursue requesting a non-binding ballot question on a 3 vs. 5 member Board of Selectmen, we were advised by the Town Administrator that although the Town election date was postponed, the State of Mass. did not authorize changes to the election process dates/deadlines. As such, we could not request the ballot question after 3/23/2020.

The CRC discussed feedback received on this issue so far and discussed methods of possibly obtaining additional feedback. It was also discussed that the CRC take a vote about Article 3.2, Board of Selectmen. Matt Jussaume made a motion to vote on whether Article 3.2, Board of Selectmen, should be revised to increase the Board of Selectmen from 3 to 5 members. Caroline Ahdab seconded the motion. Matt Jussaume subsequently withdrew this motion, seconded by Caroline Ahdab, in favor of putting this vote on the agenda for our next meeting on April 22, 2020. The withdrawal of the motion and adding the vote to the next meeting agenda was unanimously accepted by the Committee.

#### 5.1. Continue Charter Review - Create Plan For Charter Revisions; Update Charter Document As Time Permits

The second review of Charter Revisions was started.

The discussion began with miscellaneous revision suggestions mentioned at prior meetings. These will need to be reviewed to determine whether or not they will be included in the Charter, and if so, we will identify the sections to which they'll be added. The items requiring followup will be added to future

meeting agendas.

1. Code of Conduct - Need to determine if Selectboard plans to do anything with the document, *2018 Pepperell Selectboard Code of Conduct*, and whether this should be referenced in Article 1.8.

2. By-law Review - This is already addressed in Article 7.8

3. Social Media policy - Once this is accepted by the Board of Selectmen reference to this could be included in Article 1.8.

4. Campaign Finance/Non-partisan politics in Town elections - further discussion needed

5. Need description of how By-laws are made. This could possibly fit under Article 2.7 Initiation of Warrant Articles. Also, clean up "By-law" text in the Charter - it is written as "bylaw" and "by-law" in different places; it should be consistent.

6. Is the administrative code (section 5-1 b & c; 5-2) related to the Pepperell Code Book? The Charter should define the Code Book and state who is responsible for it. A description of how additions are made to the Pepperell Code Book should be considered. **Action: John Ladik to research this.**

7. Provide for alternates on boards, commissions, and committees - It seems this should be addressed in either the By-laws or the Code Book. Also, on an email to the committee dated 3/26/2020, John Ladik suggested that the Charter should state that members of boards, commissions and committees be Pepperell residents. **Action: John Ladik to research the By-laws and Code book to see if these are already addressed in either of those.**

### **Article 1 Incorporation; Short Title; Powers**

1.2 Short Title - It was previously questioned whether "Home Rule" was needed in the title, "Pepperell Home Rule Charter". The CRC agreed no change will be made.

1.4 Division of Powers - It was previously questioned what is meant by the "executive branch". CRC agreed no change will be made.

1.8 Ethics Standards - Needs further review at a future meeting

### **Article 2 Legislative Branch**

2.1 Town Meeting - removed extraneous text: "continue to"

2.7 Initiation of Warrant Articles - We will consider adding how By-laws are made here.

2.11 Report to the Voters - To be further discussed - Revisions are needed to clarify how the Capital Report is handled at Town Meeting, and we should allow the Town Administrator further feedback.

**Action: Ramona Reed to draft revisions for the first two paragraphs.**

### **Article 3 Elected Officials**

3.1 In General - Revisit this list after the revision of Article 5.5, Organization of Town Government, is completed to ensure all pertinent Boards/Committees/Commissions are included. Keep the section title as "Elected Officials" and not add "Appointed". Specify "appointed" on the couple of items that have appointed members - Housing Authority and DPW Commissioners.

3.2 Board of Selectmen - Discuss issue of 3 vs. 5 members at next meeting.

Discussion ended at Article 3.2. Finish the rest of this section, and review Article 3.3 and other articles as time permits at the next meeting.

## **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 Matthew Jussaume. By unanimous vote, the meeting adjourned at 9:01 pm. The next Charter Review Committee Meeting will be scheduled for Weds, April 22, 2020, at 7 pm. This will be a remote on-line meeting.

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