

# Charter Review Committee Meeting

8/17/2022 - Minutes

## 1. Call To Order And Pledge Of Allegiance

The meeting was called to order at 7:02 pm. The pledge of allegiance was said.

The meeting was held in Room A at Town Hall and by remote connection.

### **Committee Attendance:**

At Room A, Town Hall: Matt Jussaume (Chair), Ramona Reed (Clerk), Harvey Serreze

By remote connection: Caroline Ahdab (Vice Chair), John Ladik, Rob Rand, and Marilyn Tremblay

## 2. Acceptance Of Minutes

Minutes from the meetings on June 15, 2022 and July 27, 2022 were to be reviewed.

### **June 15, 2022**

Marilyn Tremblay made a motion, seconded by John Ladik, to accept the minutes from the meeting on June 15, 2022. A vote was taken and the motion carried by a majority vote. Yes: John Ladik, Marilyn Tremblay, Ramona Reed, Matt Jussaume, Abstained: Harvey Serreze, Rob Rand

### **July 27, 2022**

These minutes were not prepared to be reviewed at this meeting so their approval was deferred until a future meeting.

## 3. Public Comments On The Agenda

None.

## 4. Public Feedback Received

August 2, 2022 and August 3, 2022 - Emails received by Matt Jussaume from Town Administrator, Mr. Andrew MacLean. Mr. MacLean advised that Fall Town Meeting was set for November 14, 2022. He recommended that Matt reach out to discuss the warrant article for the revised Charter. Matt emailed Mr. MacLean on August 3, 2022, confirming we would be submitting one warrant article for the Charter. Mr. MacLean confirmed he would be reviewing the latest Charter draft.

August 4, 2022 - Email received by Matt Jussaume from Ms. Margaret Scarsdale regarding the Civic Engagement Night date for the Charter review presentation. Ms. Scarsdale advised that because Fall Town Meeting was scheduled for November 14, 2022, she would like to offer the CRC the dates October 27th or November 3rd for our presentation.

## 5. Discuss Steps For Completing The Charter

### 5.1. Review Updated Charter Drafts

Matt Jussaume confirmed that a "clean" (not redlined) version of the latest Charter draft was sent to the Committee tonight, prior to the meeting for review. A redlined version would be created this week so that both versions could be posted for the public and sent to the Town department heads and Select Board for review.

Matt also asked the Committee if everyone could review the finalized latest draft soon, and send any suggested edits ASAP. Everyone agreed they could do this.

## 5.2. Discuss Housekeeping Items - Future Meetings And Remaining Tasks, Civic Engagement Night, Etc

**Civic Engagement Night:** Most of the Committee agreed that a previously discussed date of 9/22/2022 would still be okay for a CEN presentation for the Charter, though we would prefer not to have it on a night shared with other topics, especially the 40R issues. We do not want the public to think the Charter changes are related to this.

**Other Charter Promotion:** The Committee discussed whether we should ask the Town to consider sending an informational letter to the public prior to the ballot vote. This can be revisited after the Town Meeting vote. John Ladik asked if we should consider presentations to the Senior Center and the Pepperell Business Association (PBA).

Caroline Ahdab recalled that for the original Charter, the commission reached out to the department heads, and made a point to follow up with them, and they also did presentations to the firefighters because the new position of fire chief would be introduced with the Charter. Presentations were also done at the Senior Center.

**Slide Presentation:** The Committee agreed that it would be good to provide an updated presentation and video. Matt Jussaume agreed to do the presentation, and the Committee would meet, next week, August 24, 2022 to do this. A recording of this would be later posted on the Town website.

**Warrant article/ballot summary:** John Ladik agreed to track down a template or sample warrant article and Marilyn Tremblay agreed to look into what could be done for the ballot summary. John suggested that similar language could possibly be used for both. Ramona Reed asked if we should consider breaking out the warrant in to two articles—a warrant just for typographical and other like changes, and another for more substantial changes. This had been something that Andrew MacLean had suggested in the past, and more recently. The Committee agreed that we would only submit one warrant.

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

None.

## 7. Adjournment

Marilyn Tremblay made a motion to adjourn, which was seconded by Harvey Serreze. By a unanimous vote, the meeting adjourned at 8:01 pm.

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