

Charter Review Committee
Meeting Minutes
September 11, 2019
Conference Room A, Town Hall, Pepperell, MA

Attendance: Doug Adams, Matt Jussaume, Ramona Reed, Caroline Ahdab, Bob Newton, Harvey Serreze, Michael Tang, Marilyn Tremblay, Absent: John Ladik

The meeting was called to order at 7:00 pm. The pledge of allegiance was said.

Administrative:

1. Acceptance of Minutes from Aug. 22, 2019 meeting – A motion was made by Bob Newton to accept the minutes as submitted, seconded by Marilyn Tremblay. These were accepted by a vote of 7 (Doug Adams, Matt Jussaume, Ramona Reed, Harvey Serreze., Caroline Ahdab, Bob Newton, Marilyn Tremblay) , with 1 member abstaining (Mike Tang).
2. A general discussion was held about which sections of the Charter to review first, with respect to public and Committee feedback received to date.
3. The Committee discussed how we'll manage updating the Charter document, and storage of work artifacts and reference documents. Mike Tang volunteered to manage these documents as well as create and maintain a fluid timeline document for the Charter review.
 - A motion was made by Mike Tang to research using doc. tools available through the Town. This was seconded by Marilyn Tremblay. By unanimous vote, this was accepted by the Committee.
 - A motion was made by Marilyn Tremblay to assign the tasks of maintaining the documents to Mike Tang, seconded by Caroline Ahdab. By unanimous vote, this was accepted by the Committee.

Action Item: Ramona Reed and Mike Tang will follow up with Martin Cadek in Town IT to determine what documentation tools are available. Ramona will also get information on posting the agenda and minutes via the Town website tool.

4. Other Considerations for Review launch
 - Caroline Ahdab suggested engaging personnel from the various town departments and commissions to gather feedback. She reported this was done for the initial Charter development and was useful.
 - Ramona Reed asked the Committee if we should consider a webpage on the Town website to post announcements and other information.

Action Item: Ramona and Mike Tang will research the webpage with Town IT. We will request that this page have a feature for the public to provide feedback and ask questions with the option to identify themselves, or post anonymously.

**Charter Review Committee
Meeting Minutes
September 11, 2019
Conference Room A, Town Hall, Pepperell, MA**

- Doug Adams suggested we nominate a Committee member to be the Committee's public contact for official inquiries from the Press, and other entities. Caroline Ahdab made a motion to nominate Doug Adams to be this contact, and this was seconded by Mike Tang. By unanimous vote, this was accepted by the Committee.
- Marilyn Tremblay reminded that all Committee members need to complete the State Ethics Commission's Conflict of Interest training

Action Item: Ramona will ask Town Clerk for list of Committee members who need to complete the training.

Charter Document Review

1. The Committee's approach for gathering initial feedback for the review will be:
 - a. Draft a letter on behalf of the Committee to distribute to Town operational staff; Town Administrator will be asked to facilitate its distribution
 - b. Use Town website and/or other on-line formats to solicit public feedback
 - c. For town members who may not have access to electronic platforms, place physical "suggestion" boxes at public locations such as the Senior Center and Library

Action Item: Mike Tang will draft the Committee's letter to solicit Town staff feedback and utilize this, and feedback from other sources to manage the Charter review's timeline document.
2. Started Review of Section 1.8 - Review of this will continue; Committee needs to research what specific information should be included to ensure compliance with state ethics laws.
3. Moving forward, the Committee will systematically make an initial review of all Charter sections (1 through 8), while we gather public feedback. As feedback is received and considered, sections will be reviewed again in more detail. Mike Tang made a motion to approve this approach, and this was seconded by Marilyn Tremblay. By unanimous vote, this was accepted by the Committee.

Mike Tang motioned to adjourn the meeting, Marilyn Tremblay seconded this. By unanimous vote, the meeting adjourned at 8:50 pm.

Respectfully submitted by Ramona Reed, Clerk, Charter Review Committee

Charter Review Committee
Meeting Minutes
September 11, 2019
Conference Room A, Town Hall, Pepperell, MA

Minutes approved: September 25, 2019
Date

With a correction to Administrative, item 1 - Acceptance of minutes of August 22, 2019 – Harvey Serreze advised he should have abstained because he was not in attendance at that meeting.

By a vote of 7 – accepted by Doug Adams, Matthew Jussaume, Bob Newton, Ramona Reed, Harvey Serreze, Mike Tang, and Marilyn Tremblay

Abstained: John Ladik

Absent: Caroline Ahdab