

## Charter Review Committee

9/25/2019 - 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: Doug Adams, Matt Jussaume, John Ladik, Bob Newton, Ramona Reed  
Harvey Serreze, Michael Tang, Marilyn Tremblay Absent: Caroline Ahdab

### 2. Acceptance Of Minutes

#### 2.1. Minutes From Meeting - September 11, 2019

A motion was made by Bob Newton and seconded by Harvey Serreze to accept the minutes from the September 11, 2019 meeting, with a correction by Harvey Serreze who advised that he should have abstained from accepting the minutes from the August 22, 2019 meeting because he was not in attendance. These were accepted by a vote of 7: Doug Adams, Matt Jussaume, Bob Newton, Ramona Reed, Harvey Serreze, Mike Tang, Marilyn Tremblay, with 1 member abstaining, John Ladik.

### 3. Public Comments On The Agenda

None

### 4. Discussion / Action Items

#### 4.1. Committee Members To Complete State Conflict Of Interest Training (Reed)

A list of CRC members who still need to complete the training was obtained from the Town Clerk and these members were notified.

#### 4.2. Research Town Doc Tools For Managing Revisions/Artifacts Storage (Reed/Tang)

Ramona Reed and Mike Tang were given access to the Town website tools. There is no document editing tool so Mike Tang will decide on a tool to make the Charter edits. There is a way to store artifacts and WIP docs.

- **Action item:** Mike Tang to continue organizing tools and artifacts.
- **Action Item:** Ramona Reed to follow up with Town Administrator for editable version of Charter document

A physical mailbox for the CRC will be provided at Town Hall so that hardcopies of WIP documents can be made available to CRC if needed, and so that members of the public can leave feedback for the CRC. Ramona Reed will monitor this mailbox.

- **Action Item:** Ramona Reed will follow up on setup of mailbox

#### 4.3. Research Charter Review Webpage On Town Site (Reed/Tang)

The Charter Review Web page is already in place with basic info.

- **Action Item:** Mike Tang will look into adding a feature so that the public can provide feedback

to the CRC and make future updates to page content as needed.

#### 4.4. Draft Committee's Letter To Solicit Feedback From Town Staff (Tang)

Mike Tang presented the letter to the CRC. Feedback was provided by the CRC to finalize the draft. A motion was made by Bob Newton to finalize and accept the draft, and this was seconded by Matt Jussaume.

This initial feedback will be requested by October 23, 2019 (but feedback received after will always be considered). Town Administrator will advise Town staff that this letter will be emailed to them shortly after October 2, 2019.

##### **Action items to solicit Public feedback:**

- Notice will be placed on CRC page on Town Website (Mike Tang)
- A slide will be included on the Town's slide presentation at Special Town Meeting, Oct. 21, 2019 (Mike Tang)
- This slide info will be given to the Cable company to include in their televised Town notices (Mike Tang)
- Hard-Copies of the Charter will be placed at Town Hall, Library and Senior Center. Physical Suggestion boxes to be placed and monitored at Town Hall (mailbox/Ramona Reed), Senior Center (Marilyn Tremblay), Library (Ramona Reed)
- A Notice that the CRC is requesting feedback will be included in the Senior Center and Housing Authority newsletters in October (Marilyn Tremblay to coordinate)

#### 4.5. Review Charter Sections 1 And 2

The following sections were reviewed so far and these further actions will be taken:

##### **Action items:**

Section 1.2 Short Title: Investigate the origin of the Charter document name "Pepperell Home Rule Charter". CRC will consider changing this to exclude "Home Rule". (CRC)

Section 1.4 Division of Powers: Research the Town "Executive Branch" – Who does this include besides Board of Selectmen? (Marilyn Tremblay)

Section 1.7 Precedence of Charter Provisions: Research other Town Charters to see how this is worded and review minutes from the original Charter Committee for possible clarification. The text about the preceding laws/rules - "...which are not specifically or by implication repealed directly or indirectly hereby, shall continue..." can be ambiguous. (Ramona Reed)

Section 1.8 Ethics Standards: Re-write this to keep the gist, but make it more succinct and include a reference to the applicable Mass. General Law. (Marilyn Tremblay)

Section 2.1 Town Meeting: Strike out text: "continue to". (Mike Tang)

Section 2.2 Presiding Officer: Need to revisit after reviewing section 3.6 and other applicable sections. (CRC)

Continue Section 2 and start Section 3 at next meeting

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

None

## 6. Adjournment

Bob Newton motioned to adjourn the meeting, Mike Tang seconded this. By unanimous vote, the meeting adjourned at 9:07 pm.

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