

# Charter Review Committee - Remote Meeting

10/28/2020 - Minutes

## 1. Call To Order And Pledge Of Allegiance

The meeting was called to order at 7:06 pm. The pledge of allegiance was said.

Attendance (Charter Review Committee Members attended via remote connection): Matt Jussaume (Chair) Caroline Ahdab (Vice Chair), Ramona Reed (Clerk), John Ladik, Harvey Serreze

Absent: Marilyn Tremblay, Bob Newton

## 2. Acceptance Of Minutes

John Ladik made a motion, seconded by Harvey Serreze, to accept the meeting minutes from October 14, 2020.

These were unanimously accepted by the CRC members who attended that meeting - Caroline Ahdab, John Ladik, Ramona Reed, Harvey Serreze. Matt Jussaume abstained.

**\*Approved as Amended:** After a review of these 10/28/2020 minutes at the CRC meeting on 11/18/2020, this section was corrected to remove Marilyn Tremblay from the list of CRC members who voted on the minutes of 10/14/2020 because she was absent from this meeting on 10/28/2020.

## 3. Public Comments On The Agenda

None.

## 4. Public Feedback Received

Email received from Andrew MacLean on Oct 15, 2020 - Matt Jussaume presented an email from the TA, Andrew MacLean, regarding whether a person must be a resident in the Town to hold a committee or board position. Mr. MacLean included text from the town attorney about Section 109 of G.L. c. 41. Mr. MacLean summarized that according to the law, an elected official must be a town resident. However, an out of town resident can be appointed to a board, if the town regulations allow for this. In the past year the town had an example where an elected official was required to leave a board after moving out of town as well as an example where an appointed member left the Charter Review Committee after moving from town. Mr. MacLean shared this information with the suggestion that the CRC consider whether or not a restriction about residency should be included in the Charter, though he did not have a strong opinion as to how it should be handled. The CRC will add this to our list for further review.

Email received from Andrew MacLean on Oct 27, 2020 - Harvey Serreze presented an email received by him and Matt Jussaume from the TA, Andrew MacLean. In this message, Mr. MacLean commented on a question he forwarded from a Finance Committee member about whether Finance Committee members can serve on other boards while serving on the Finance Committee. The Charter covers the Finance Committee requirements in Article 2.3 b. According to this, the only other committee permitted for FinCom members is the Charter Review Committee meeting. The CRC agreed that this should be reviewed again to determine whether the Charter requirements could and/or should be expanded.

## 5. Discussion / Action Items

### 5.1. Charter Revision Discussions - Finish Review Of Sections 4.4 And 4.5 - Town Administrator And Start Section 5, Time Permitting

#### **Article 4.4 Suspension and Removal for Cause (of Town Administrator)**

A discussion was had about clarifying the use of "days" in the text (e.g. when to use calendar vs. business days).

1. In 4.4 a, the second sentence was changed to "...for a period not to exceed forty-five (45) **calendar** days."

2. In 4.4 b and c the sentences referencing days were clarified as "**business**" days.

#### **Article 4.5 Selecting a Town Administrator**

The committee discussed various revisions to this section.

1. reference to the days in this section were clarified as "**calendar**" days.

2. Matt Jussaume created an outline of discussion items for the process to select the TA and this will be further discussed at the next CRC meeting. This will include items such as:

- Definition/Composition of the TA Screening Committee (qty of members, alternates)
- How candidates are moved forward - by majority vote?
- How Screening Committee members are appointed
- Timeframes
- Screen process vs qualifications?
- Communication restrictions between screening committee and candidates? (private meetings with candidates)
- What is role of alternate? Only step in if a member leaves, not week-to-week slack. Participate, but do not vote unless filling permanent vacancy

#### **Other Charter Revisions**

- Matt Jussaume will update the entire document to use "Select Board" rather than "Board of Selectmen" or similar.
- "by-law" will be reviewed to also standardize its spelling in the document.

#### **CRC Housekeeping:**

1. Next agenda discussed:

- Continue discussion on Section 4.5 Selecting Town Administrator (espec. Screening Committee Process)
- Start Article 5 - Administrative Organization

2. Future meeting dates planned:

11/18/2020, 12/2/2020, 12/16/2020, 1/6/2021, 1/20/2021

#### **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 Harvey Serreze. By unanimous vote, the meeting adjourned at 9:05 pm.

The next Charter Review Committee Meeting will be scheduled for Weds., Nov 18, 2020, at 7 pm.  
Minutes respectfully submitted by Ramona Reed, Clerk, Charter Review Committee