

**Government and Charter Study Task Force**  
**Meeting Summary 9/22/2010**  
**Selectmen's Meeting Room**

**Attendance:** Peter Cahill, Tom Daly, Paul Fitzgerald, Charlie Flahive, Ken Foscaldo, Frank Jacobs, Karen Manor Metzold, Alice Moore, Michael Jaillet, Town Administrator, Anne Marie McIntyre, Staff Administrator, Dottie Powers, Town Clerk

**Absent:** Margery Eramo

**Meeting Summary**

Mr. Cahill called the meeting to order at 7:07 p.m.

Mr. Cahill welcomed the Task Force back from the summer break. Mr. Cahill also welcomed Town Clerk, Dottie Powers, as a recently appointed ex officio member of the Task Force.

Meeting summary from June 9, 2010 was approved by the Task Force members.

**Chairman's Update:**

Mr. Cahill thanked the members for their hard work and participation in the completion of the Preliminary Report that was presented to the Board of Selectmen on June 29, 2010. Mr. Cahill particularly recognized Ms. Manor Metzold, Ms. Moore and Mr. Fitzgerald for their contribution. The Preliminary Report is available on the Government and Charter Study Task Force webpage.

Mr. Cahill mentioned that there had been publicity regarding the Preliminary Report over the summer: he had been interviewed by a Westwood Patch reporter, there was discussion on Westwood Blog, and articles in *The Boston Globe* and the *Town of Westwood Newsletter*.

**Consultant Review and Selection**

Mr. Cahill informed members that the Request for Quotation for a consultant was issued in August, and six responses were received. Mr. Cahill stated that he was pleased with the high quality of several of the responses. Mr. Cahill suggested the formation of an Evaluation/Selection Subcommittee that would include Karen Manor Metzold, Paul Fitzgerald, Alice Moore, and himself, with Mike Jaillet, Dottie Powers also attending. Mr. Cahill indicated that, given the time limitations, he would like to present the consultant at the next meeting (October 6, 2010) for approval by the full Task Force.

Mr. Daly requested clarification on the selection process by the subcommittee and its compliance with the Open Meeting Law. Mr. Jaillet explained that there are two options: 1) The Evaluation/Selection Subcommittee can select one candidate for the Task Force's approval; or 2) The Evaluation/Selection Subcommittee can select two candidates and the Task Force will make the final selection. Mr. Foscaldo indicated that Mr. Cahill offered all members the choice to serve as part of the Evaluation/Selection Committee. Mr. Foscaldo stated that he was confident that the current subcommittee members would choose a single viable candidate to bring to the Task Force for approval.

Mr. Flahive asked if there are funds available for the consultant, and Mr. Jaillet responded in the affirmative. Mr. Flahive asked what the measurable goals are for the consultant. Mr. Cahill responded that the consultant should shepherd the charter revision process for the next few months, assist with the technical issues of the charter and ultimately provide a revised charter at Town Meeting.

Ms. Moore asked what the planned schedule would be for completing the charter revision process. Mr. Cahill noted that the ultimate deadline for a revised charter should be in January so that the Town can modify the charter language if necessary before placing the articles on the warrant. Mr. Cahill indicated

that it would be prudent to have a revised charter completed by December. A public forum should be held in November in order to convey the Task Force's ideas to the public.

Ms. Moore queried what the public forum would be like without a document prepared and presented for public comment. After a brief discussion about the timing of future public hearings, the members decided to try to schedule a public forum during December.

Mr. Fitzgerald relayed to the members that he has advised Mr. Cahill, Mr. Jaillet, Town Counsel and the Board of Selectmen that, pursuant to the MGL 268b, Financial Disclosure of Certain Public Officials and Employees, he was an associate at one of the firms that submitted an RFQ. He indicated that he had no partnership, equity or interest in the firm and that he has had no further involvement with the firm since 2008. Town Counsel determined that Mr. Fitzgerald's participation should not be restrained from the consultant selection process.

Mr. Daly moved to appoint the following members to the Evaluation/Selection Subcommittee - Peter Cahill, Alice Moore, Paul Fitzgerald, Karen Manor Metzold, and the two ex officio members, Mike Jaillet and Dottie Powers, and for this subcommittee to evaluate and select a single consultant to be presented at the October 6 meeting. The motion was seconded by Mr. Foscaldo and approved by all members present.

Mr. Cahill indicated that Ms. Moore and Mr. Fitzgerald will spearhead the drafting process with the consultant. He also noted that each member should plan to review a specific area of the Charter and provide input to the members.

#### Identifying Open Issues

Ms. Manor Metzold reviewed the following open issues from the Preliminary Report:

- i. Elections
  - a. Month and day may change
- ii. Second Town Meeting
  - a. Needs further review and data collection; Ms. Manor Metzold and Ms. Powers will develop list of pros/cons with help from Ms. McIntyre)
- iii. Petition Process
  - a. Technical improvements; will seek counsel about state law consistency
- iv. Change Name of Finance Commission
  - a. Contact Finance Commission for suggestions; Mr. Cahill will follow up
- v. Recall language
  - a. Language needs to be examined; consultant should be helpful with this
  - b. Needs to be in the charter; currently exists as a Special Act in the Bylaws
- vi. Boards and Committees
  - a. Further review for redundancy, function and consolidation
  - b. Long Range Financial Planning Board
  - c. Zoning Board of Appeals and Youth and Family Services in the Charter
  - d. Associate members in certain boards.
  - e. Sewer Commission combined into Department of Public Works

Ms. Moore disclosed that her husband Jim Connors is on the Sewer Commission and that she does not plan to participate in any of the discussions related to the Sewer Commission. Mr. Daly and Mr. Flahive asked to invite the Sewer Commission as well as the new DPW director to meet with the Task Force.

Ms. Manor Metzold suggested the formation of a subcommittee to work on understanding the framework and issues of the existing boards and committees. Ms. Moore sought input from Mr. Jaillet and Ms. Powers. Discussion followed about the scope and breadth of the research of the boards and committees. Ms. Moore indicated that she would focus on the Board of Health. Ms. Manor Metzold, Mr. Jaillet, Ms. Powers and Ms. McIntyre will review and present further information on Town boards and committees.

- vii. Municipal Finance Department

- a. Need more information
  - b. Follow MGL on municipal finance consolidation
  - c. Elected versus appointed officials
- viii. Town Administrator and Town Manger

Ms. Moore suggested that a panel from Massachusetts Managers Association meet with the Task Force to discuss the Town Administrator/ Town Manger issue more in depth. Ms Moore also suggested the formation of a subcommittee to help make a recommendation. Ms. Moore suggested inviting Marilyn Contreas to another Task Force meeting.

- ix. Executive Secretary/ Town Administrator
- a. Removal processes; inquire about the best practice from consultant

A brief discussion on a second town meeting ensued. Ms. Powers stated that a second town meeting would benefit with respect to planning a town meeting and that October is the most popular month for a second meeting.

Ms. Powers informed the members that Westwood Code is recodified and the Recall language is in under General Laws and Special Acts section of the Town Code. The E-Code is also available on line.

Mr. Cahill suggested that the members think about what area or section of the Charter he/she would like to focus on during the next months of the charter revision process.

Next meeting dates:

10/6, 10/20, 11/3, 11/17, public forum in December (latest date should be Dec 15<sup>th</sup>)

Meeting Adjourned 8:27 p.m.