

**Government and Charter Study Task Force
Meeting Summary 11/03/2010
Board of Selectmen Meeting Room**

Attendance: Peter Cahill, Chairman, Karen Manor Metzold, Vice Chairman, Tom Daly, Paul Fitzgerald, Charlie Flahive, Margery Eramo, Frank Jacobs, Alice Moore, Michael Jaillet, Town Administrator, Dottie Powers, Town Clerk, Anne Marie McIntyre, Staff Administrator, Lauren Goldberg, Consultant

Absent: Ken Foscaldo

Meeting Summary from October 20, 2010 was approved. Mr. Jaillet clarified that the DPW Director reports to the Board of Selectmen.

Charter Issues Discussion

Peter Cahill distributed the initial draft of the revised Charter.

Summary of changes

Ms. Goldberg noted that the Charter language was updated to be gender neutral and that the title Executive Secretary was replaced with Town Administrator.

Chapter 2 Section 2-5-2 was created by Ms. Goldberg to simplify the petition process. She stated that this acts like a pre-petition process. Ms. Eramo suggested that the language is confusing and should be broken down into subsections. Ms. Moore questioned the policy procedure of this new process. The petition procedure is a policy issue that needs to be further reviewed by the Task Force.

Chapter 2 Section 6 creates a second town meeting. The Board of Selectmen will have the ability to cancel the second meeting if petitions were not filed. The matter of a second town meeting is a policy issue that needs to be further reviewed by the Task Force.

Chapter 2 Section 7 gives the Finance Commission the option to mail warrant information and also requires the Finance Commission to post the information on the town website. Mr. Cahill added that Finance Commission Chairperson Mary Masi-Phelps responded positively to the name Finance and Warrant Commission because the Commission can still be recognized as "FinCom".

Chapter 3 Section 3-4-1 states the appointing authority of the Board of Selectmen. Ms. Goldberg noted there are several options that the Task Force could choose. The appointing authority of the Board of Selectmen is a policy issue that needs to be further reviewed by the Task Force.

Chapter 4 Section 4-4-3 gives the Planning Board the authority to appoint associate members. The appointments can be made by the Planning Board Chairman or by the Board of Selectmen.

Chapter 4 Section 4-6-1 allows for associate members on all elected boards with the Board of Selectmen as the appointing authority. The matter of associate members on appointed boards is a policy issue that needs to be further reviewed by the Task Force. Ms. Goldberg stated that the language for associate members on appointed town boards should be written in the Charter and added that the appointing authority for the members should also appoint the associate members (see 5-7-1).

Chapter 4 Section 8 includes the existing Recall language imported from the Special Acts. The language was modified slightly to allow for the first 10 petitioners to sign the affidavit of recall and other technical edits.

Chapter 5 Section 5 adds the Zoning Board of Appeals to the Charter.

Chapter 5 Section 6 adds Youth and Family Services to the Charter.

Chapter 6 creates the Town Administrator position and outlines duties, appointing authority and qualifications. Mr. Cahill noted that he asked Ms. Goldberg to include all the possible duties and authority that the Town Administrator can have, and Ms. Goldberg added she included all the duties that she has seen in other charters. The Town Administrator duties and appointment authority are policy decisions that will need to be further reviewed by the Task Force.

Chapter 7 Section 7-3-1 prohibits members of the Finance and Warrant Commission from serving if they receive compensation from a town position.

Chapter 7 Section 7-5-1 adds skills and qualification language for members to be appointed to the Permanent Building Committee. Section 7-5-2 adds language that the Permanent Building Committee can add temporary voting members for certain projects deemed necessary by the Permanent Building Committee. Section 7-5-3 authorizes the Town Moderator to appoint ex officio, nonvoting members to advise the committee on a particular project.

Chapter 8 creates a Department of Municipal Finance and outlines the duties and qualifications of the Finance Director. Ms. Moore queried if the language Ms. Goldberg included should be that specific. Ms. Goldberg replied that it is a decision to be made by the Task Force. The establishment of a Municipal Finance Department is a policy issue that needs to be further reviewed by the Task Force.

Chapter 8 Section 8-2-1 references Chapter 140 of the Special Acts of 1992 that establishes the Department of Public Works. The full language of the Act could also be placed in the Charter. This section is accurate if the town continues to have the DPW director and employees appointed by the Board of Selectmen.

Chapter 9 Section 2 adds language that creates an Audit Committee. Ms. Goldberg outlined 3 options for the Task Force to review. The creation of an Audit Committee is a policy issue that needs further review by the Task Force.

Chapter 9 Sections 3 and 4 describe budgetary procedures including operating budget and five-year capital plan.

Ms. Moore pointed out the numeration discrepancy from Chapters 9-13.

Chapter 12 Section 3 adds language for a periodic review of the Charter.

A brief discussion ensued on the posting of removal or appointment of department heads and employees. This is a policy issue that needs to be further reviewed by the Task Force.

Mr. Cahill suggested that the members take time to review the document and their notes. He asked that the members email their questions to Anne Marie McIntyre who will forward them to Ms. Goldberg.

The next meeting will be November 17 at 6:30 pm. The meeting adjourned at 8:40 p.m.