

Accepted Minutes 6/7/2022

Charter Review Committee Minutes
Tuesday May 24, 2022
5:00 PM
Via Remote Participation
Westwood, MA 02090

Pursuant to Chapter 20 of the Acts of 2021, On June 16, 2021, Governor Baker signed into law An Act Extending Certain COVID-19 Measures Adopted during the State of Emergency. This Act includes an extension, until July 15, 2022, of the remote meeting provisions of his March 12, 2020, Executive Order. The May 24, 2022 Charter Review Committee meeting was conducted via remote participation.

Call To Order:

The meeting was called to order at approximately 5:01pm by Co-Chair Peter Cahill. All attendees participated remotely and the meeting was recorded.

Present via Remote Participation:

Paul Fitzgerald-Co-Chairman, Peter Cahill-Co-Chairman, Nancy Hyde & John Loughnane.
Ex-Officio Members: Dottie Powers, Town Clerk, Patrick Ahearn, Town Counsel & Christopher Coleman, Town Administrator.
Attorney Lauren Goldberg, left the meeting early.
Jessica Cole who recorded the Minutes.

Welcome:

All committee members and ex-officio members introduced themselves.

Accept the Minutes from the May 10, 2022 meeting:

Mr. Coleman requested that the committee move the May 10, 2022 minutes to the next meeting.

Action Taken:

Upon a motion made by Mr. Fitzgerald and seconded by Ms. Hyde, The Charter Review Committee voted in favor (4-0) via roll call vote to move the acceptance of the May 10, 2022 minutes to the June 7, 2022 meeting.

Discuss/Re-Vote to recommend to the Select Board to appoint Attorney Goldberg as Special Legal Counsel for the Charter Review Committee:

Mr. Ahearn explained that he made the motion at the May 10, 2022 meeting and he should not have because he is an ex-officio member.

Action Taken:

Upon a motion made by Ms. Hyde and seconded by Mr. Fitzgerald, The Charter Review Committee voted in favor (4-0) via roll call vote to recommend to the Select Board to appoint Attorney Goldberg as special counsel for the Charter Review Committee.

Review/Discuss the survey to Boards and Committees:

Mr. Coleman put the survey on the screen and made live edits. The survey contained 10 questions and Mr. Coleman read them and the committee went through each one. Some questions were deleted, but most questions had the wording changed and some questions were just moved around in a different order. All edits were agreed on by the committee.

Comments:

- The surveys will be sent to the Chair of the committees, and they can decide how to get the input.
- Mr. Ahearn suggested outside Counsel to take a look at it and see her thoughts.

- Mr. Loughnane: What does it look like when we collect all the info, and what do we do with it? *Mr. Cahill: Consolidate on Excel or whatever makes it manageable to the committee.*
- How to transmit it? *Ms. Hyde suggested Survey Monkey. Mr. Ahearn: We use Survey Monkey, not sure of its capabilities, we may need some IT help.*
- Ms. Powers uses Survey Monkey, the reporting system is great. It can be done and is a good tool.
- Mr. Loughnane: Consider some general questions? How satisfied are you with the Town Government?
- Mr. Coleman: These will be typed responses, not sure how the Survey Tool will respond.
- We can talk to the Director at the Library to see how the Library survey went.
- Add any open-ended responses.
- Make sure the survey is going to all of the appropriate officials.
- We could draft an introduction email to describe who will be filling out the survey. Ms. Hyde will draft something for the Committee.
- Mr. Coleman will share what the committee came up with Attorney Goldberg.

Discuss when the Committee would like to invite team members and other elected/appointed official to meet:

Mr. Cahill would like to get the survey out by the end of June and hopes to get responses back by early September.

Future Meeting Dates/Times:

Mr. Ahearn has not seen anything about extending Governor Baker's Executive Order on virtual meetings. The committee will have until July 15th to meet remotely.

June 7, 2022 at 5pm virtual

July 6, 2022 at 5pm virtual

Public Speak:

No public comments.

Other Business:

Memorial Day Parade on Monday at 10am.

Adjournment:

Upon a motion made by Mr. Fitzgerald and seconded by Ms. Hyde, The Charter Review Committee voted in favor

(4 -0) via roll call vote to adjourn at 5:58pm.