

## Accepted Minutes voted on 7/6/2022

Charter Review Committee Minutes  
Tuesday June 7, 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 June 7, 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:**

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

### **Welcome:**

### **Approval of Minutes May 10, 2022 & May 24, 2022 meetings:**

The May 10, 2022 minutes were moved to the end of the meeting so Attorney Goldberg could review them.

Upon a motion made by Mr. Loughnane and seconded by Ms. Hyde, The Charter Review Committee voted in favor (3-0) via roll call vote to accept the minutes from May 24, 2022 as amended.

### **Review/Discuss the survey and introduction letter to Boards and Committees:**

Mr. Cahill asked for thoughts on the introduction letter and survey that were revised at the May 24, 2022 meeting.

#### **Comments:**

- Mr. Loughnane: Liked the shortened version.
- Concerns on the first question, are we asking something we already know...Is it possible to tailor "per this document your description is as follows...Is that an accurate description?". It seems we should know what the committee or board is already doing. Is it an accurate description from their point of view?
- Ms. Powers: Sometimes Boards and Committees don't always know what their role/mission is.
- Use current charter and bylaws as a reference document.
- Mr. Coleman thought it seemed reasonable.
- Attorney Goldberg: Asking the Boards and Committees their core mission is a good question. Attaching the Charter and bylaws give them a good reference.
- Ms. Hyde had some short questions:  
Are your Board/Committee members elected or appointed, or a combination of both?  
If appointed, who is the appointed authority?  
Do you think any change should be made to the appointment/election process for your Board/Committee/position?
- Describe the core functions.
- What is the timing of getting the survey out? Mr. Cahill: By the end of this month. Is this being sent electronically or in its form and compiled manually? We want to utilize technology (Survey Monkey has been used by the town).

- Mr. Coleman stated that Ms. Healey and Ms. Powers put together a draft form in Survey Monkey and Survey Monkey had suggestions. We can add links: Charter & Bylaws and the survey itself. (3 links)
- All Charter Review Committee members and Ex-Officio members will fill out the survey along with Attorney Goldberg and see how it looks.
- Come back and talk about it at the July meeting and then send it right out.
- Test survey will go out by 6/15 and respond by 6/22.
- Results will be in the packet for the July meeting with the results.
- Add thank you for your time and express appreciation.
- Ms. Goldberg has comments on the survey:
  - Add: Board, Committee or Position throughout the survey and letter.
  - Under Other departments: Add "Any other Town positions and other departments"
- Edit to Select Board not Selectmen.

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

- September may be a good time, but not sure if it is practical yet, it may be premature. All Charter Review Committee members should bring a calendar in July.
- Ms. Powers stated that last time elected offices and then the appointed positions came to meetings first.
- Mr. Coleman will send out the list to the committee.
- Each discussion lasted around 20 minutes and it was productive and efficient. There was information gathering and it will be a useful discussion.
- Doodle was suggested to be used to set up the meetings.
- Ms. Goldberg: Last time the MMA Mass Municipal Assoc had a presentation: Charter form of government short presentation. That could be put on the calendar now for September.
- Mr. Cahill: The group is very thorough and knowledgeable. Mass Municipal Association. They were very thorough and explained everything. Mr. Coleman will reach out to them.
- Also Housing and Community Development, DLS and Dept of Revenue came last time, should they come again?
- Mr. Ahearn: Purpose of Housing and community Development coming in? We were looking at everything. Ms. Powers will look back at the minutes.

**Future Meeting Dates/Times:**

Wednesday July 6, 2022 at 5pm.

**Public Speak**

None.

**Other Business:**

**Approval of Minutes May 10, 2022**

Upon a motion made by Ms. Hyde and seconded by Mr. Loughnane, The Charter Review Committee voted in favor (3-0) via roll call vote to accept the minutes from May 10, 2022 as amended.

**Adjourn**

Upon a motion made by Ms. Hyde and seconded by Mr. Loughnane, The Charter Review Committee voted in favor (3-0) via roll call vote to adjourn at 6:00 pm.