

Minutes accepted on 9/21/2022

Charter Review Committee Minutes  
Tuesday July 6, 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 July 6, 2022 Charter Review Committee meeting was conducted via remote participation.

**Call To Order:**

The meeting was called to order at approximately 5:00 pm by Co-Chair Paul Fitzgerald. 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: Christopher Coleman, Town Administrator, Dottie Powers, Town Clerk & Patrick Ahearn, Town Counsel.  
Jessica Cole who recorded the Minutes.

**Welcome:**

**Approval of Minutes June 7, 2022 meeting:**

Upon a motion made by Ms. Hyde and seconded by Mr. Loughnane, The Charter Review Committee voted in favor (4-0) via roll call vote to accept the minutes from June 7, 2022 as presented.

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

- Mr. Coleman went through the survey.
- Comments and adjustments were discussed, but all agreed the survey is much better than handwritten/individual surveys.
- Is it possible to allow for a shorter answer and footnote a longer response?
- Mr. Coleman will send out a revised survey.
- Can we skip if the answer is no?
- Is it a problem if it is blank? *Mr. Coleman: It won't let you move on, it is a required field.*
- The survey can copy and paste to another format.
- Will try not to have individual names and titles.
- Suggestion on the email: Could the survey be the first hyperlink?
- Possibly change the font.
- When do you want a deadline for the surveys? *Mr. Fitzgerald: We talked about September.*
- How about August 31st for the survey? *Makes sense, gives time to follow up.*
- A reminder will be sent out 10 days before 8/31.
- Will add to the email "Let us know if you cannot meet the deadline", Mr. Coleman will be the point person.
- Mr. Coleman will fix the final edits and send out the revised next week.

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

- The Charter Review Committee wants to start in September, after Labor Day.
- Suggested Wednesdays going forward.
- How was it done last time? How many nights was it? *Mr. Cahill: 2-3 groups of people/meeting. 20 minutes per person/group. For about a month and a half.*
- Future meetings: September 14, 21, 28 and October 5th.
- The Charter Review Committee will need a time, 7pm? In person? *Mr. Fitzgerald: Probably 7-9pm.*
- Mr. Ahern stated that the remote meeting provisions of the March 12, 2020, Executive Order extension passed the Senate this morning, the House has a formal session tomorrow and the Governor will still need to sign it.
- Currently Boards in Town are choosing how to meet, but many meetings are virtual.
- Defer to in person and then can always meet via zoom.
- Mr. Coleman will look into spaces in town for a meeting.
- 9/21 Mr. Coleman will not be available.
- When do we tell people about the date they will come to the meeting? *Mr. Fitzgerald: Once we know where we will do a Doodle sign up, for 20 minutes.*

**Future Meeting Dates/Times:**

Wednesday September 14, 2022 at 7pm.

Wednesday September 21 at 7pm.

Wednesday September 28, 2022 at 7pm.

Wednesday October 5, 2022 at 7pm.

Meetings are planned to be in person with the location to be determined.

**Other Business:**

- A member mentioned reaching out to MMA, Mr. Coleman said they can come to a meeting.
- Do we need them to come? *Mr. Cahill: It is not essential, but it is another source.*
- Can they come before the interview process? Or is it better after the interview? *Mr. Fitzgerald: Last time we met with MMA first.*
- Suggestion: Have MMA come at 7 and then have an interview at 7:30. Seems valuable to the Board.
- Mr. Coleman will make the arrangements.

**Public Participation:**

None

**Adjourn:**

Upon a motion made by Ms. Hyde and seconded by Mr. Cahill, The Charter Review Committee voted in favor (4-0) via roll call vote to adjourn at 5:45pm.