

Accepted 9/26/2023

Charter Review Committee Minutes  
Wednesday June 14, 2023 -7:30am  
Jaillet Meeting Room - Westwood Police Station  
588 High Street  
Westwood, MA 02090

## **Welcome**

## **Call To Order**

The meeting was called to order at approximately 7:35am by Co-Chair Paul Fitzgerald.

## **Present**

Paul Fitzgerald-Co-Chair, Nancy Hyde, John Loughnane and Dottie Powers.  
Ex-Officio Member: Christopher Coleman, Town Administrator & Patrick Ahearn, Town Counsel.  
Lauren Goldberg, Special Counsel.  
Jessica Cole recorded the Minutes.

## **Continue discussion of Chapters 6, 7 & 8.**

Chapter 7:

Perm Building Committee

7.5.2

- Ms. Hyde asked about \$100,000 or more, under the Temporary Members. Does the Charter cover it? Strange that it is under the Temporary members.
- \$100,000 the Town and the Permanent Building Commission have a hard time with a low threshold.
- What is the proper threshold?
- Mr. Coleman believes that \$500,000. The Permanent Building Commission is a construction/reconstruction Board.
- Mr. Ahearn: The Permanent Building Commission looks over every construction project in Town.

7.5.4

- Permanent Building Commission-has 6 members and 1 temporary member, who is a representative of the School Committee for the Hanlon School project. Perceived this \$100,000 as an odd number, they meet monthly.
- When should the PBC get involved?
- This clearly needs to be changed.
- Attorney Goldberg stated that most committees work on building projects, not maintenance.

7.5.2

- Change to \$500,000.
- When does a temporary member get involved?
- Need clarity of what a temporary member is.
- What kind of projects go to the Permanent Building Commission?
- A great area to clarify.
- Recommend 7-5-4 should be first. What is the commission? How many members? How many terms? Who is it? What is its mandate? And find a way to make sure that reconstruction is the best word because it is open to a lot of interpretation. Maintenance or renovation of an existing building? PBC may waive jurisdiction.

- Mr. Coleman suggested whatever the dollar threshold is, the PBC has the option to waive it, projects not to exceed \$1million should be sent to the appropriate department.
- Will need to have a conversation with the Permanent Building Commission and come up with some language.
- Emergency repair? Attorney Goldberg will add something practical for an emergency.
- The Chair suggested that Attorney Goldberg and Mr. Coleman work on language.
- Historically, most projects are overseen by the Select Board or the School Committee.
- Attorney Goldberg suggested having each of the entities choose, so that the Board can vote for a Temporary member.

7-5-1

- Change to a set number, instead of not more than 7. Set a number, to decide the number of seats.

## Chapter 6

- Mr. Coleman wanted some clarification about the DPW Director appointment by the Select Board.
- Mr. Coleman asked about the DPW Director? Attorney Goldberg stated that it was probably added later and Mr. Ahearn confirmed that this was correct.

6.2.1 (ii)

- The Committee questioned how it is written. Mr. Coleman will run it past the Select Board to see if they have an issue.
- Attorney Goldberg stated that the DPW Director is an administrative position and is not making policy or representing the Town. The DPW Director is carrying out policy set forth by the Select Board.
- Remain Chief Procurement Officer? Mr. Coleman can delegate it.
- Parking? Add that the Town Administrator can delegate it.
- Emergency Manager. The Town should have more than one and or up to one other person. Deputy or one other person.

(xv)

- Was discussed by the Board, and has decided to leave it as is.

(ix)

- Mr. Coleman asked about the dollar amount should it be a higher dollar amount. Many of the Town contracts are over \$100,000.
- Attorney Goldberg: Contracts of 'X' dollars or such higher amounts as the Select Board may designate is up to the Select Board to decide over a certain amount.
- The Chair: The Town Administrator shall regularly report to the Select Board information as to the financial condition and make recommendations. The Town Administrator shall keep the Finance and Warrant Commission informed.

(xii)

- Typo: w thin to within

(xiv)

- Change to Assistant Town Administrator/Finance Director not director of municipal finance.
- Remove town bulletin board, add town website and primary locations.

(xv)

- Attorney Goldberg suggested: The Town Administrator shall be directly responsible to the Select Board in regards to financial matters of the Town and shall keep the Finance and Warrant Commission regularly informed.
- Attorney Goldberg Be directly responsible to the Select Board as to the financial condition of the town and regularly inform the finance and warrant commission.

- Going forward edit: Remove he/she and change to they or Town Administrator.

**Discuss and vote on future meeting dates.**

Thursday June 15, 2023-6pm via Zoom

**Public Participation**

None.

**Other Business not anticipated by the Chair.**

None.

**Adjourn**

Upon a motion made by Ms. Hyde and seconded by Mr. Loughnane, the Charter Review Committee voted in favor (4-0) to adjourn at 8:50am.