

## **CHARTER REVIEW COMMITTEE MEETING MINUTES**

### **June 28, 2021**

A virtual meeting of the Charter Review Committee was called to order by the Charter Review Committee Chairperson Glen King at 7:04 PM, using Zoom Video Communication.

Board Members Present: James Barron, Russell Collins, Steven Falconer, Glenn King and Thomas Melia.

Board Members Not Present: Kathryn Atchue, Robert Dearborn and Rainer Forst.

Mr. King read the following notice aloud relating to the opening of the online meeting:

Pursuant to Governor Baker's March 12, 2020 Order suspending certain provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order concerning imposition on strict limitations on the number of people that may gather in one place, meetings of the Charter Review Committee will be conducted via remote participation to the greatest extent possible. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order.

A motion was made and seconded to approve the Charter Review Committee Meeting Minutes of May 17, 2021. The vote was unanimous.

The following discussion topics were noted:

- Article 4 (Town Manager), Article 5 (Administrative Organization) and Article 6 (Finance and Fiscal Procedures) were reviewed and discussed as follows:
- A discussion ensued relating to the process of hiring future Town Manager's (Section 4-1, Screening Committee, Appointment, Qualification, Term (a) Screening Committee).
  - o A potential conflict of interest exists as the Personnel Board Member (Currently the Assistant to the Town Manager) appoints a member of the screening committee) is part of the overall future Town Manager selection process.
  - o The Personnel Board Member would be involved in selecting their future manager.
  - o It was suggested that this wording be reviewed and the section 4-1 be updated in the Town Charter to resolve the potential conflict of interest.
- Section 6-2 (a) (School Committee Budget – Public Hearing) mentions a 7day notice being posted in a local newspaper.
  - o Section 6-2(a) should include similar notification wording described in Section 6-3 (Submission of Budget and Budget Message).

- The Master Plan of the Planning Board continues to be a major concern.
  - o Though per the discussion the Master Plan topic should not be used in the context of enforcing the preparation / completion of the periodic updating of the Master Plan via the Northbridge Town Charter.
  - o It was also noted the need for monies being available to allocate \$100,000 or more during future budget seasons by the Town Manager for a consultant. This should be noted / mentioned to the Town Manager.
  - o The Master Plan was last updated in 1994.
  
- As previously stated, there may be a need to consult with the Town Manager, Adam Gaudette and the Executive Assistant to the Town Manager, Sharon Susienka on areas being considered for recommended changes, etc.

All agreed that by the next meeting, which is scheduled for Monday, July 26, 2021, the members would again re-read through the Charter and be prepared to discuss any obvious changes necessary, as well as discuss Article 7, Article 8 and Article 9 in depth.

A motion was made and seconded to adjourn the meeting. Chairman King adjourned the meeting at 7:32PM.