

## **CHARTER REVIEW COMMITTEE MEETING MINUTES**

### **July 26, 2021**

A virtual meeting of the Charter Review Committee was called to order by the Charter Review Committee Chairperson Glen King at 7:03 PM, using Zoom Video Communication.

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

Board Members Not Present: 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 June 28, 2021. The vote was unanimous.

The following discussion topics were noted:

- Article 7 (Multiple Member Bodies), Article 8 (General Provisions) and Article 9 (Definitions) were reviewed and discussed as follows:
- Article 7 (Multiple Member Bodies):
  - o A discussion took place relating to the process surrounding the proper posting of Town Related Meeting notices (e.g. via Local Newspaper(s), Post Office(s), Library, Town Website, Bulletin Board, etc.)
- Article 8.6 (Removals and Suspensions (a) A written notice of the intent to remove and a statement of the cause or causes therefore shall be delivered in hand, or by certified mail, return receipt requested, to the last known address of the person sought to be removed).
  - o A discussion took place on the process for notification via certified mail. It was also noted that in many situations the notification will be made by the Sheriff's office.
- Article 8.8 (Rules and Regulations)
  - o A discussion took place on new updated rules and regulations that are required to be posted with the Town Clerk before such rule or regulation shall become effective. The new rules and regulations will not become effective until ten days following the date it has been so filed in the office of the town clerk.
  - o During the discussion a concern was raised relating to the particulars of the Article being currently followed by the town departments.

- General Discussion Topic – Terminology / Definitions.
  - o A general discussion took place on numerous language / wording conflicts throughout the document.
  - o Glenn King and Robert Banning will consolidate the language / wording conflicts for discussion purposes at the next meeting.
- Review with Town Counsel and Town Moderator
  - o All the proposed / recommended changes will be consolidated into a list for discussion with Town Counsel and with the Town Moderator.
- Fall Annual Town Meeting
  - o A discussion ensued on the presentation of the proposed / recommended list of changes to the document at the Fall Annual Town Meeting.
  - o It will be recommended to the Town Manager that a Warrant Article be presented at the Fall Annual Town Meeting. The article will list the proposed / recommended changes to the document.

All agreed that by the next meeting, which is scheduled for Monday, August 23, 2021, the members would again re-read through the Charter and be prepared to discuss the list of proposed / recommended changes to the document.

A motion was made and seconded to adjourn the meeting. Chairman King adjourned the meeting at 7:28PM.