

CHARTER COMMITTEE
October 11, 2018 – Memorial Hall
Meeting Room 2 – 6pm

Members Present: John Page; Kelly Kelly; Jane Jackson; Nancy Rapoza; Rob Templeton; Sue Lisio
Absent: Carolyn Smart; Kym Craven; Beth Mockler

1. The meeting was called to order at 6:00pm
2. The minutes from September 27, 2018 were reviewed. Motion made (RT), seconded (KK) to approve the minutes - minutes approved. Request from JP to add the Pledge of Allegiance. Request from SL to add "votes may be taken" to the agenda.
3. Review of Charter: Article 3
 - JP confirmed with the Town Clerk that the list of appointed positions in the Charter are current
 - Corrections needed: delete hyphen in By-law
 - Add "Town" so any reference to Bylaw will read Town Bylaw
 - Change section 3-1 (a) to 3-1 (a-1)
 - Add to last sentence "inter-local, regional" so reference will be to "law of the Commonwealth, local, inter-local or regional agreements".
 - Create Section 3-1 (a-2) and move Section 3-17 there as the James H. Tucker Trust Fund Committee should not appear with the other elected officials in this section. Correct the middle initial to "H".
 - 3-1(f) Delete "of Townsend" in last sentence
 - Section 3-2 (b) "It is the intention of this provision that the Board of Selectmen shall act only through the adoption of ~~broad~~ policy guidelines that are to be implemented by officers and employees serving under it. Delete the word "broad".
 - Section 3-14 (a) Add clarification for the composition of the committee to include "four (4) veterans and one (1) non veteran.
4. Approach, process and review of Town Charter
 - Article 2-7(b) Change in the first sentence to add "and time". The sentence will read The Board of Selectmen shall include on the Annual Town Meeting Warrant all matters which were submitted by the date **and time** set by the **Town** Bylaw for the submission of Articles. Question as to why the "by 5:00 P.M. the close of business on the day set was recommended by the prior committee to be deleted. Reason was this is already in the Town Bylaw.
 - Start a list of questions for Town Counsel
 - Section f(1): Use of "shall" versus "may" in last sentence
 - Review Section 3-2 (d) Appointment Authority. Request language to clarify appointment authority.
 - Section 3-10 (b) Library Trustees: Town Counsel had recommended leaving this section as is after prior committee had wanted to delete some of the language. Request the reason why and document the reason.
 - Section 3-14(b) Powers and Duties
 - Section 3-16 Should "according to State Law" be included?

- Start a list of terms for a definition page in the Charter. A list will be provided of recommendations from the prior committee.
 - Administration
 - Review of Articles 4, 5 and 6 for the next meeting
5. Timeline for completion
- JP will bring the timeline created by RT to the next meeting.
6. Next meeting: October 18, 2018. The committee had previously agreed to meet Thursdays throughout October. The committee agreed to meet November 1st, 8th, and 15th also.
7. RT moved to adjourn the meeting at 7:20pm, SL seconded. Unanimous approval to adjourn.

Nancy Rapoza

Nancy Rapoza, Clerk, Charter Committee

10-18-18

Date