

Approved: February 27, 2025



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**MEETING OF THE CHARTER REVIEW COMMITTEE**  
**Minutes of February 20, 2025**

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The Charter Review committee met in person on Thursday, February 20, 2025, at 6:00 PM, at the Public Safety Building. In attendance: Steven Albert, Mike Burns, Dale Bergevine, Carol Lerch, Pat Stewart, Elizabeth Nowakowski.

The meeting was called to order by chair Steve Albert at 6:00.

**MOTION:** Approve minutes of 2/13/2025 meeting, approved

**Discussion of Open Listening Session, Tuesday, February 25, Downstairs at Senior Center**

- Information for public announcement on the Flash News
- Easels, paper and markers, sticky notes
- Informal session for the committee members, information gathering,
- Cues on the boards to start discussion

Possible cues: Do you know what a charter is; How it impacts the town; what would you like to know more about the charter.

What if someone approaches us and asks for our opinion – we are here to listen to your ideas, we are taking your ideas back to the committee for discussion

**1<sup>st</sup> board:** What a charter is – governing document of the Town of Plainville, Town Charter takes precedence over the bylaws of the town, reviewed every ten years, this is the first review; approved by town meeting then legislature and attorney general for approval (approximately 2-year process)

**2<sup>nd</sup> board:** Establishes responsibilities for the boards/committees, elected or appointed members of boards/committees, length of terms and sizes of boards/committees, ten-year review

**3<sup>rd</sup> board:** also sets parameters for town meetings, special town meetings, and establishes financial and fiscal procedures

Set up by town administrator, Review Committee will arrive at 5:15.

**ACTION:** Town Administrator will gather supplies for the Listening Session, write the cues on the boards, and have copies of the Charter.

**ACTION:** Steve will contact Director Christine Higgins about set up downstairs at the Senior Center.

**ACTION:** Town Administrator will put notice of the meeting on the News Flash and other web locations.

Wording: Please join the Charter Review Committee on Tuesday, February 25 at 6pm at the Senior Center, lower level, for a listening session where we will collect your thoughts and feedback on the current charter. This is the first review of the Town Charter, and we would like your participation.

**ACTION:** Elizabeth will write the announcements for the Charter Review Committee meetings for Brian Noble to add to the News Flash.

**Preparation of survey questions for Town Mailbox**

Survey question: Are there any items in the Town Charter you would like us to review? Why?

**ACTION:** Carol will create the survey on Survey Monkey and send the link to Brian Noble.

**ACTION:** Elizabeth will do a QR code of the survey to be posted at the Town Hall.

**ACTION:** Pat will distribute surveys at windows at town hall.

**Review of Town of Plainville Charter by section to determine areas of discussion**

The committee went through the charter to place a hold on the sections identified for review to date.

**Items not anticipated at time of posting**

Another meeting was designated for Thursday, February 27, 6 PM, at the Public Safety Building to collate the comments from the Listening Session and begin the review.

**MOTION:** to adjourn at 6:55 PM, duly seconded and approved.

**Meeting dates:**

February 25, 6-8 PM, downstairs at the Senior Center for Open Meeting

February 27, 6 PM, at the Public Safety Building

March 4, 6 PM, at the Public Safety Building

March 13, 6 PM, at the Public Safety Building

March 20, 6 PM, at the Public Safety Building

March 27, 6 PM, at the Public Safety Building

April 2, 6 PM, at the Public Safety Building

April 10, 6 PM, at the Public Safety Building