

Approved: March 27, 2025



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MEETING OF THE CHARTER REVIEW COMMITTEE

Minutes of March 20, 2025

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

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

MOTION: Accept minutes of 3/13/2025 meeting as amended. **Approved**

Section C-5-2 Alternate of Association Members

Question: According to the Employee Handbook, alternate or associate members cannot vote. Should same wording appear here? See Section 2.9, page 9, of the Committee Commissions & Boards Handbook for wording

Original wording:

Section C-5-2. ALTERNATE OR ASSOCIATE MEMBERS.

- (a) The alternate or associate members shall be appointed for a term of 1 year. Notwithstanding any general or special law to the contrary, the select board may appoint not more than 2 associate or alternate members to each multiple-member body elected under this charter, other than the school committee and the housing authority, or otherwise authorized by the General Laws. Alternate or associate members may participate in any and all matters pending before such body.
- (b) The chairman of each multiple-member body may designate an associate or alternate member to temporarily sit as a full member on the multiple-member body in the event of absence, inability to act or conflict of interest on the part of any member of the body or in the event of a vacancy on the body.

MOTION: Move the last sentence of Section C-5-2 (b), "The alternate or associate members shall be appointed for a term of 1 year." to be the first sentence in Section C-5-2 (a). **Approved**

MOTION: Amend Section C-5-2 (b) to read, The chairman of each multiple-member body may designate an associate or alternate member to "temporarily sit as a full member" on the multiple-member body in the event of absence, inability to act or conflict of interest on the part of any member of the body or in the event of a vacancy on the body. **Approved**

Section C-5-4 Department of Public Works

No action

Section C-6-3 Annual Budget Development Process

Section 6-3 (c) The select board, after consultation with the town administrator, shall issue a policy statement that shall establish the general guidelines for the next town budget.

A “policy” is implies more than is practicable.

MOTION: Change Section C-6-3 (c) to read: The Select Board, in collaboration with the Town Administrator, Finance Director, and Chair of the Finance Committee, shall issue a written directive to department heads outlining the overarching principles and priorities to guide the preparation of budget requests for the next fiscal year. **Approved.**

Section C-6-4 Capital Improvement Plan

No change.

Section C-2-4

No change

Items not anticipated at time of posting

1. Brian on where to put Finance Committee – no action
2. Jeff comments on Section C-2-3 – next week

Question: whether there should be more detail on how to appoint a new town manager, similar to what Norton has in their Charter.

No action, already detailed in Section C-4-4 (a)

Question: Term limits – no information provided

No Action

Warrant Articles

How do we do this? Motions in one document, goes to Brian, then goes to KP Law.

MOTION: to adjourn at 7:02 PM, duly seconded and approved.

Meeting dates:

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