



CHARTER REVIEW COMMITTEE MEETING AGENDA
February 28, 2017
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

1. 7:00PM CALL TO ORDER/NOTIFICATION OF CTM BROADCAST
2. OPEN SESSION / PUBLIC INPUT
3. APPROVAL OF MINUTES
January 24, 2017

Documents:

[MINUTESOFJANUARY24.PDF](#)

4. UPDATES
5. CHARTER REVIEW, CONTINUED

Part IV Sections 4-1 through 4-7

Re-Order of Section 4-3, S. Pichette (attached)

Part V Sections 5-1 through 5-3

Part VI Sections 6-1 through 6-7

Charter document projected on screen to facilitate review.
[HTTP://WWW.ECODE360.COM/9208644](http://www.ecode360.com/9208644)

6. PRESS AND PUBLIC QUESTIONS
7. ADJOURN

Minutes of the Charter Review Committee (CRC) meeting on 1/24/2017

Attendance:

Present:

Doug Bruce

Dan Burke

Sam Chase

Valerie Diggs

Michael McCall

David McLachlan

Sheila Pichette

Glenn Thoren

Call to order: 7:00

Approval of the January 10, 2017 minutes:

Motion to approve made by Mr. Bruce, seconded by Mr. Burke; vote: 7 yea, 0 nay, 1 abstention by Mr. McLachlan

Updates:

Another member has been appointed, she has yet to be sworn in however she hopefully will be soon.

Review of existing charter:

Section 4-1: General discussion regarded the town manager's term length

Mr. McLachlan raised the question as to if Mr. McCall should recuse himself from discussion and voting on this section of the charter due to his position in town as Assistant Town Manager (he was not the Assistant Town Manager when he was appointed to the committee in June of 2016). There was discussion about whether or not Mr. McCall had to remove himself from discussion completely or if he could represent the office of the town manager and answer questions as he deems appropriate. The committee also discussed if Mr. McCall should sit in the audience

Mr. McLachlan made a motion for Mr. McCall to recuse himself from discussions and voting on part four. Mr. Burke seconded the motion. Vote: 3 yea, 4 nay, 1 abstention.

Mr. Thoren made a motion for Mr. McCall to be permitted to answer questions for which he has factual knowledge in regards to anything that may come up in this section where he may be able to

provide factual knowledge without personal opinion but may not participate in the act of discussion or voting. Seconded by Mrs. Diggs. Vote: 4 yea, 3 nay, 1 abstention.

Mr. McCall will not take part in any active discussion in terms of change of scope or job duties or anything that relates to the office of town managers, he will be allowed to answer any questions but he will not be able to sit with the committee.

The Committee had a general discussion about what majority should be necessary for appointments and votes by the Board of Selectmen. Also, they discussed the term length of the Town Manager and review of the Town Manager as he performs his duties and reaches his goals and objectives for the year. They discussed how the Town Manager set his goals and objectives, working with the Board of Selectmen and if the performance review should be included in the charter.

The screening committee to assist in the recruitment and selection of the town manager was also discussed. The configuration of the screening committee was discussed as to whether it should be open ended or quantitative. They decided to require both selectmen and residents in the committee and the section was changed to read "The Board of Selectmen shall appoint a screening committee **including selectmen and town residents** to assist in the recruitment and selection of the town manager".

The committee discussed whether the Town Manager could hold a position in any other town and where the Town Manager should be permitted to live in regards to town and state. They discussed the learning curve that an applicant may face if they come from out of state.

Section 4-2: The Committee discussed the similarities in the powers of appointment between the superintendent and the town manager.

Section 4-3:

4-3 h) The committee discussed clarifying the wording to read "to be responsible for the maintenance and repair of all town facilities in active use as school facilities, the Town Manager shall be responsible for the rental of all Town facilities". Mr. Chase is going to seek further clarification on the subsection, however, and is going to get more information of the situation of maintenance of school facilities.

4-3 i) There was clarification on the wording of this section but no changes were recommended.

4-3 a) There was a discussion regarding what positions the word "officers" applies to. The committee is going to seek clarification on this term.

4-3 b) Concern was raised by Mrs. Pichette as to the terms regulations and policies. This section will be revisited.

4-3 c) No changes were recommended for this section.

The board discussed how the configuration of the section should be arranged. Mrs Pichette is going to rearrange the order of this section, so that it is grouped in a more practical manner, for the next meeting.

4-3 d) Wording about if the town manager should be excused from specific meetings was discussed. The committee feels that the wording implies that the manager asks to be excused from a specific meeting.

Motion to adjourn made by Mr. Thoren, seconded by Mr. Burke; vote: 8 yeas, 0 nays 0 abstentions.