



CHARTER REVIEW COMMITTEE MEETING AGENDA
March 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*
*Note: Town Officials may provide input during this time
3. APPROVAL OF MINUTES

- February 28, 2017

Documents:

[MINUTES 02-28-17.PDF](#)

4. UPDATES
5. CHARTER REVIEW CONTINUED
Part IV Sections 4-1 through 4-7
Part V Sections 5-1 through 5-3
Part VI Sections 6-1 through 6-7
Part VII Sections 7-1 through 7-4
Part VIII Sections 8-1 through 8-5

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

David McLachlan

Sheila Pichette

Glenn Thoren

Michael McCall arrived at 8:08

Call to order: 7:00

Approval of the January 24, 2017 minutes:

Motion made by Mr. Burke; seconded by Mrs. Pichette. There was clarification on the wording in the minutes regarding the Town Manager's required attendance at meetings. Vote: 8 yeas, 0 nays, 0 abstentions.

There was a brief discussion about Mr. McCall's recusal from the committee but was discussed further when he arrived at the meeting. The committee also discussed the Town Manager's role in the maintenance of the school buildings and the use of the term "officer" in the charter.

Review of existing charter:

4-1: There was a general discussion on the wording and interpretation of the section. Mr. Burke questioned if the wording was unclear in regards to the relationship between the Board of Selectmen and the Town Manager.

The committee discussed avoiding micromanaging between the Board of Selectmen and the Town Manager. The majority felt that the Town Manager should be able to take actions without immediate approval of the Board of Selectmen so long as their actions are following the goals and concerns of the Board of Selectmen. They also discussed the necessity of communication between the Board of Selectmen and the Town Manager.

4-3: Mrs. Pichette regrouped the subsections 4-3 into a more organized order that can be consolidated under a few headings: supervisory, administrative powers, and administrative duties.

Section 4-3 A) Supervisory

Section 4-3 B) Administrative Powers

Mr. McCall arrived at 8:08 and discussed the opinion of Town Council. Town Council did not see any problem with him sitting on the Committee and he filed a disclosure form with the Town Clerk.

The Board discussed the new member and if she had been appointed yet. She had not yet accepted the position.

Section 4-3 C) Supervisory

Section 4-3 D) Administrative Duties

Section 4-3 E) Administrative Duties

Section 4-3 F) Administrative Duties

Section 4-3 G) Administrative Duties

Section 4-3 H) Administrative Duties

Section 4-3 I) Administrative Duties

Section 4-3 J) Administrative Power

Section 4-3 K) Administrative Power

Section 4-3 L) Administrative Power

Section 4-3 M) Administrative Power

Section 4-3 N) Administrative Power

Section 4-3 O) Administrative Duties

Section 4-3 P) Administrative Power

Section 4-3 Q) Supervisory

Section 4-3 R) Administrative Duties

Section 4-3: H) Discussion based on the management of the janitorial staff in the schools in regards to maintenance occurred. Mr Cohen clarified the custodial role in schools in comparison to the building maintenance. Custodial staff will be responsible for daily maintenance. The wording was clarified to show that the Town Manager's maintenance duties do not include janitorial duties.

Mr. Maclachlan suggested ensuring that the Town Manager has authority over part of the school budget within the charter so that the Town Manager may step into any financial issues if they feel it is necessary.

Section 4-3: A) No change was recommended for this section.

Section 4-3: B) There was discussion on the regulations in comparison to policies and the wording was changed to clarify the section.

Section 4-3: C) No change was recommended for this section.

Section 4-3: D) The committee changed wording to clarify that the Town Manager must request to be excused and it must be approved by the Board of Selectmen.

Section 4-3: E) No change was recommended for this section.

Section 4-3: F) No change was recommended for this section.

Section 4-3: G) No change was recommended for this section.

Section 4-3: H) This section was previously addressed.

Section 4-3: I) No change was recommended for this section.

Section 4-3: J):No change was recommended for this section.

Section 4-3: K) No change was recommended for this section.

Section 4-3: L) No change was recommended for this section.

Section 4-3: M) No change was recommended for this section.

Section 4-3: N) No change was recommended for this section.

Section 4-3: O)No change was recommended for this section.

Section 4-3: P) The Committee seeks clarification of the ability of the Town Manager to investigate within the schools.

Section 4-3: Q) No change was recommended for this section.

Section 4-3: R) No change was recommended for this section.

Motion to adjourn made by Mr. Thoren, seconded by Mr. Bruce, Vote: 8 yeas, 0 nays, 0 abstentions.