**Town Of Medway**

**Charter Review Committee**

**Medway Middle School, 45 Holliston St**

**Superintendent’s Conference Room**

**MINUTES OF MEETING**

**July 25, 2018**

**Present:** Chairman Jeffrey Segarra, Vice-Chairman John Scott Smith; Clerk Matthew McCabe; and Committee Member Jeffrey O’Neill.

**Absent:** John Robinson

Chairman Segarra called the meeting to order at 7:04 PM.

**Discussion Items:**

1. Charter Review Process Planning

Chairman Segarra began the meeting by stating that the goal was to put proposed charter amendments before the November 19, 2018 fall town meeting. He noted that this meant changes had to be finalized by mid-October. He asked if any members wanted to leave the committee or change the current officers, and all members present stated a desire to maintain the current structure. Chairman Segarra went on to state that he wanted to present before the August 13, 2018 Board of Selectmen meeting about the committee progress. The group discussed the role of Selectmen Glenn Trindade, who is the board’s liaison to the committee. Chairman Segarra said he had prepared a version of the charter with the amendments that had generally been agreed to by the committee members, including changing the name of the Board of Selectmen to the Select Board and the Department of Public Services (DPS) to the Department of Public Works. Mr. O’Neill asked if the committee had voted to change the name of DPS, and Chairman Segarra answered no, but the group had generally agreed to the change so he wanted to reflect it in the current draft.

The chairman noted there are five major proposed changes being considered by the committee, including language cleanup and potentially changing four elected positions to appointed. Chairman Segarra said he had developed a worksheet to analyze each proposed change, and he volunteered to look at Parks and Recreation. Mr. O’Neill volunteered to look at the Town Clerk and the Water and Sewer Commission. Mr. McCabe volunteered to look at the Board of Health.

The group discussed other topics that had come up in prior meetings. Mr. McCabe noted that the terms of some staff members and the requirement to review bylaws had been brought up as issues. Chairman Segarra responded that one question before the committee was how much detail to include in the charter relating to operations of town committees. Mr. McCabe also mentioned the Library Board of Trustees, which had six members even though the charter prescribes five. Vice-Chairman Smith stated that the board had recently reduced to five members, but still wished to change the charter to have six members. The committee agreed that an even number is nonstandard. Chairman Segarra stated that the Parks and Recreation committee had hired a recreation director, and wanted to go five members, and was trying to model itself after Sudbury.

Mr. McCabe asked if the goal was to present final recommendations to the Board of Selectman, and Chairman Segarra stated he wanted to present the issues. The chairman’s plan was to do research, present internally to the committee, talk to board members and other stakeholders, allow public feedback, draft charter amendments, and then vote on final changes. Chairman Segarra asked if the committee needed to present at the Finance Committee, and Mr. O’Neill stated yes, and noted that the meeting is the second Wednesday of the month. Mr. McCabe asked what the next step was after town meeting, and Chairman Segarra stated the amended charter would then to be sent to the Secretary of State’s office. Mr. McCabe also raised the issue of the town-wide facility manager, and Chairman Segarra stated the issue seemed to already have been resolved without the need to change the charter.

1. Committee Meeting Calendar

The group agreed to meet on August 8, and to (1) review minutes, (2) read the charter draft and discuss and additional changes, and (3) discuss the change forms.

The committee agreed to meet on August 27, September 1, September 17 (when the committee would consider public comment), and September 26 (when the committee would vote on the final charter amendments).

**Adjournment:**

***A motion to adjourn the meeting made by Mr. O’Neill, seconded by Vice-Chairman Smith and approved unanimously.***

The Board adjourned at 7:45 PM.

Respectfully submitted,

Matthew McCabe

Clerk