

**Town Of Medway
Charter Review Committee
Medway Middle School, 45 Holliston St
Presentation Room (1307)**

MINUTES OF MEETING

October 17, 2017

Present: Vice-Chairman John Scott Smith; Clerk Matthew McCabe; and Committee Members John Robinson and Jeffrey O'Neill.

Vice-Chairman John Scott Smith called the meeting to order at 7:02 PM.

Discussion Items:

- a. Questionnaire for Town Boards, Committees and Administrative Offices
 - i. Current Status of Responses

Mr. McCabe asked if there had been any additional responses to the questionnaire. The committee was not aware of any such responses. Mr. O'Neill asked If Chairman Segarra had reached out to any groups on the distribution list that have not yet responded to the survey. It was unclear if this had been done. Mr. O'Neill noted that the School Committee and Selectmen should provide feedback, even if to say they don't recommend changes.

- ii. Review of Non-substantive Proposed Amendments

The committee reviewed the consolidated list of currently proposed amendments prepared by Mr. O'Neill.

The committee agreed that, in section 2-1-2, changing the references from a "ballot" to "vote" and separating the paragraph discussing election of town officers into its own section or subsection were reasonable changes. The committee also agreed that capitalizing titles of groups and people was a reasonable change.

The committee did not agree that adding information about election timing into section 1 of chapter 3 was necessary.

The committee discussed a proposed name change for the Industrial Development Committee, which is currently referred to as the Economic Development Committee. The committee discussed the role of the Director of Community & Economic Development vis-à-vis the Economic Development Committee. The committee

determined that more information about this board and the director position is needed. Vice-Chairman Smith noted that if the charter was not revised the Economic Development Committee should be renamed the Industrial Development Committee in order to comply with the charter.

The committee discussed a proposed change to clarify that the Board of Library Trustees controls the space inside the library while the town maintains the interior and exterior structures and equipment. This change was determined to be substantive and more information needed.

The committee discussed a proposed change of the title of administrative assessor to principal assessor. Mr. Robinson suggested looking at the naming convention used by the state Department of Revenue. The committee determined to research this change further. Vice-Chairman Smith noted that if the charter was not amended, this position should revert to using the title of administrative assessor.

iii. Discussion of Substantive Amendments

The committee discussed the proposal to add social media to the list of required posting methods for committee vacancies, and potentially removing the requirement that vacancies be posted in the newspaper. The committee determined that more information and discussion was needed about mandating the use of social media, which social media makes sense given current practice, and if the newspaper requirement could be removed.

The committee discussed the addition of new positions proposed to be listed in the charter. Mr. Robinson observed that these positions already exist and asked if they needed to be specifically named in the charter. The committee determined that more information about the rationale for including these positions was needed. The committee also wished to follow up about the distinction between the director of the senior center versus the director of the Council on Aging, whether a conservation agent is required by state law, and how the Economic Development Committee is staffed.

Mr. Robinson noted that the committee should discuss town which position that are elected versus appointed, such as the Town Clerk and the Parks Commission. Mr. Robinson also noted that the committee should also discuss the timing of how frequently the charter and town bylaws are reviewed. Mr. O'Neill observed that this committee, regardless of whether it recommends charter amendments, should report about which sections of the charter are and are not being adhered to.

iv. Next Steps

The committee discussed next steps. Mr. Robinson stated that the committee should continue to discuss the proposed substantive changes, and should make plans to

interview proponents of any proposed changes. Mr. O'Neill agreed to revise his summary of proposed changes given the committee's discussions.

b. Committee Meeting Calendar

November 1, 2017 at 7:00 PM.

Agenda: Review final list of proposed changes, continue discussion of substantive changes, make plans to interview stakeholders.

Adjournment:

A motion to adjourn the meeting made by Mr. O'Neil, seconded by Mr. McCabe and approved unanimously.

The Board adjourned at 8:20 PM.

Respectfully submitted,

Matthew McCabe

Clerk