**Town Of Medway**

**Charter Review Committee**

**Medway Middle School, 45 Holliston St**

**Presentation Room (1307)**

**MINUTES OF MEETING**

**November 1, 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 7:00 PM.

**Discussion Items:**

1. Questionnaire for Town Boards, Committees and Administrative Offices

Mr. Smith reviewed the collected responses to the survey, and the committee determined that no new responses had been added since the group last met. The committee discussed the fact that the School Committee, Board of Library Trustees, Board of Selectmen, and Town Clerk had not yet responded, and agreed that receiving responses from these groups is important. Mr. McCabe volunteered to work with Mr. Segarra to compile a list of groups who have not yet responded and send a follow up to those groups.

1. Stakeholder Meetings

The committee discussed that the Town Administrator, Board of Library Trustees, and Finance Committee should be among the first stakeholder interviews conducted. Mr. O’Neill volunteered to reach out to the Town Administrator. Mr. McCabe noted that it would be good to get these interviews done in November, and offered to help coordinate. The group discussed having meetings November 9, November 14, and November 20, with the goal of interviewing the Board of Library Trustees, Town Administrator, and Finance Committee, respectively, on those dates.

1. Committee Meeting Calendar

Tentative Meeting set for November 9, 2017 at 7:00 PM.

Agenda: Interview Board of Library Trustees regarding charter feedback.

**Action Items:**

1. Approval of Minutes
2. Meeting, August 8, 2017

***A motion to accept the minutes of August 8, 2017 was made by Mr. Robinson, seconded by Mr. O’Neill and approved unanimously.***

1. Meeting, October 10, 2017

***A motion to accept the minutes of October 10, 2017 was made by Mr. Robinson, seconded by Mr. O’Neill and approved unanimously.***

1. Meeting, October 17, 2017

***A motion to accept the minutes of October 17, 2017 was made by Mr. Robinson, seconded by Mr. O’Neill and approved unanimously.***

**Adjournment:**

***A motion to adjourn the meeting made by Mr. O’Neill, seconded by Mr. McCabe and approved unanimously.***

The Board adjourned at 7:34 PM.

Respectfully submitted,

Matthew McCabe

Clerk