

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

**MINUTES OF MEETING**

**July 20, 2017**

**Present:** Matthew McCabe, Jeffrey Segarra, John Robinson, and John Scott Smith.

Mr. Segarra called the meeting to order at 7:06 PM.

**Committee Member Introductions:**

John Robinson is a longtime Medway resident, has been retired for 17 years after working for State Street Bank and Corporation. He explained that 10 years ago the Commonwealth of Massachusetts suggested that a Charter Committee be organized and formed by the Board of Selectmen. He was part of the committee assigned to conduct a study for the town of Medway which examined the town's businesses, and financial and government structures. Based on the study findings, the committee proposed recommendations and created a town charter, which was approved in 2008. The charter had to be approved by town residents, the Attorney General, and finally the State Legislator. The charter included a clause for review after 7 years and Mr. Robinson explained that it will be this committee's responsibility to assess whether or not any changes are needed, and revise the charter accordingly if necessary. Mr. Robinson has knowledge of the initial process for writing the charter that will be valuable to the review committee. Additionally, he has served on the town's Energy and Building Committees.

John Scott Smith has lived in Medway for 9 years, is currently serving his second term on the Library Board of Trustees, and runs his own marketing business. Mr. Smith volunteered to join this committee.

Matthew McCabe has lived in Medway for 2 years, is originally from Rhode Island where he still works for the state government. He is involved in state regulations and fiscal work. Mr. McCabe was appointed to this committee by Mark Cerel, Medway Town Moderator.

Jeffrey Segarra has lived in Medway for 16 years, was recently elected to the School Committee, and volunteered to serve on this committee. As a member of the School Committee, he will be particularly interested in sections of the charter that affect the schools and noted that the School Committee has highlighted some areas of interest for potential update.

**Organization of Committee:**

***A motion to nominate Mr. Segarra as Chairman of the Charter Review Committee was made by Mr. Robinson, seconded by Mr. Smith, and approved unanimously.***

***A motion to nominate Mr. Smith as Vice-Chairman of the Charter Review Committee was made by Mr. Robinson, seconded by Mr. Segarra and approved unanimously.***

***A motion to nominate Mr. McCabe as Clerk of the Charter Review Committee was made by Mr. Segarra, seconded by Mr. Robinson and approved unanimously.***

**Discussion- Process for Charter Review:**

Chairman Segarra asked about the timeline for the review process. Mr. Robinson suggested that the committee take 6 months to assess and decide if changes are needed as this would allow time to get any amendments to the charter on the ballot.

Mr. Robinson provided an overview of the procedure used when the charter was developed. He noted that the creation of the charter was met with quite a bit of opposition, but doesn't anticipate as much resistance to the review process. Initially, the committee put together a questionnaire that was distributed to each town department and elected official. The committee then followed up with meetings to review input and concerns from each department or committee and discuss their recommendations for moving forward with the charter. Mr. Robinson recommended that a similar process be used for the review, first asking for input and then assessing the suggestions as a committee.

Chairman Segarra asked if questionnaire was sent to entire department or just the department head. Mr. Robinson stated that only one questionnaire was sent out, but all subsequent meetings were open to anyone who wished to attend per the Open Meeting Law.

Chairman Segarra agreed with the approach and asked each committee member to come up with a list of questions to be included in the questionnaire/survey. Furthermore, the Board decided to meet again next week and send out the questionnaire electronically.

Chairman Segarra said he would contact Allison Potter, Assistant Town Administrator, to find out who is responsible for arranging meeting facilities. He will also obtain call-in information for the next meeting as Mr. Smith will need to connect remotely.

**Upcoming Meetings:**

July 25, 2017 at 7:00 PM.

Agenda:

- Discussion of questionnaire and distribution list
- Time table, procedure and cover letter for questionnaire
- Set future meeting dates

**Adjournment:**

***A motion to adjourn the meeting made by Mr. Smith, seconded by Chairman Segarra and approved unanimously.***

The Board adjourned at 7:40 PM.

Respectfully submitted,

Filipa LeClair

Meeting Recording Secretary