

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

MINUTES OF MEETING

August 1, 2017

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

Chairman Segarra called the meeting to order at 7:01 PM.

Approval of Minutes:

Approval of minutes from July 20, 2017 was deferred to the next meeting.

Discussion Items:

- a. Protocols and Procedures
 - Chairman Segarra met with Town Administrator Michael Boyton and Assistant Town Administrator Allison Potter in order to clarify administrative procedures pertaining to posting agendas, recording of meeting minutes, and remote participation.
 - Clerk may need to take minutes in the event a night secretary is not available for a meeting.
 - Agenda items will be decided at the end of each meeting. Committee Members can add to agenda via email prior to posting. Agenda needs to be forwarded to the Town Clerk with enough time to allow posting at least 48 hours in advance of meeting per the Open Meeting Law. Going forward, Clerk Matthew McCabe will be responsible for drafting the agenda and sending it to the Town Clerk.
 - Committee can decide to have meetings recorded by Medway Cable Access.
 - Remote participation policy: the Board reviewed the policy that was adopted by the Board of Selectmen. It is the Chairman's responsibility to ensure that the person who is participating remotely has all of the information needed for the meeting.

Co-Chairman Smith moved that the Town Charter Committee recognize and adopt the "Remote Participation Policy of the Town of Medway" for subsequent Town Charter Committee Meetings as outlined and recommended in that policy document. The motion was seconded by Mr. O'Neil and approved unanimously.

- b. Questionnaire for Town Boards, Committees, and Administrative Offices
 - i. Question and Format Review: the Board reviewed each member's questions and suggestions:
 - Mr. Robinson recommends that the distribution of the questionnaire be limited to department heads and chairmen. Chairman Segarra added that he compiled a list of

department heads and board chairmen and asked that all members review it to make sure it is inclusive and comprehensive. Mr. Robinson also suggested that a cover letter explaining the review process and purpose of the charter be included. Mr. Robinson thinks that one of the questions should ask if the particular department or board is in compliance with the Town Charter and if not a reason should be indicated. A question should also be included asking if any changes need to be made to the Charter along with an explanation for the requested change. Chairman Segarra asked if the specific changes that are requested should be included in the survey or submitted at a later date. Mr. Robinson noted that in his opinion, a date of September 15th to receive feedback along with requested changes seems adequate. Chairman Segarra recommended sending out the survey immediately in order to gauge if changes will be requested, and then have departments and boards submit the exact changes to the Board at a later date. Mr. O'Neil added that committees may need time to discuss their survey responses based on their meeting schedule as some may only meet monthly. Mr. McCabe agreed that it makes sense to have a quicker response first, with a simple description of the change, and a more detailed one following.

- Mr. McCabe suggested that the Board include some general questions in regard to the structure of town government and feedback on the Charter itself. Examples given were: Are there structural issues in the town that impede your ability to do your job? In your opinion, has the charter achieved the goals that it was set out to do?
- Chairman Segarra suggested that the questionnaire ask if changes are being recommended, who will be responsible for completing and following through with the questionnaire and suggested changes if it is not the department head or chairman of specific board, are the proposed changes new, modifications or both, end with a deadline for submitting responses. Mr. O'Neil thought it would be good to ask about the nature of the suggested changes, as new changes will likely require more time. He also agreed with a two-step approach to gauge the initial response and work through details later. Chairman Segarra also pointed out that this approach buys the committee time to come up with subsequent questions. Chairman Segarra suggested that one member of the Board be assigned to draft the questionnaire, circulate to other members via email, and review together at the next meeting. Co-Chairman Smith asked if email distribution would conflict with Open Meeting Law. Chairman Segarra doesn't see a conflict as the final questionnaire will be discussed and voted on at the next meeting. Mr. McCabe volunteered to put the initial survey together as well as a cover letter. He will draft document, send via email, address changes and corrections from other Board members, and then send final draft prior to next meeting.

Upcoming Meetings:

August 8, 2017 at 7:30 PM.

Agenda:

- Review and approve draft of questionnaire
- Review and vote on timetable
- Method of distribution for survey (fillable PDF, Google form, Survey Monkey)
- Long term meeting schedule.

Adjournment:

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

The Board adjourned at 7:54 PM.

Respectfully submitted,

Filipa LeClair

Meeting Recording Secretary