

Charter Review Committee - Remote Meeting

1/20/2021 - Minutes

1. Call To Order And Pledge Of Allegiance

The meeting was called to order at 7:15 pm. The pledge of allegiance was said.

Attendance (Charter Review Committee Members attended via remote connection): Matt Jussaume (Chair), Ramona Reed (Clerk), John Ladik, Harvey Serreze

Absent: Caroline Ahdab (Vice Chair), Bob Newton, Marilyn Tremblay

2. Acceptance Of Minutes

The vote to accept the meeting minutes from January 6, 2021 was deferred because there was no quorum at this meeting.

3. Public Comments On The Agenda

There were no public comments on the agenda.

With regard to agenda item 5.2, Article 6 Finance And Fiscal Procedures, John Ladik had the following request and comments:

1. The Finance Committee will be meeting frequently in February to prepare the FY 22 budget. Given that John chairs the Finance Committee, he requested that the CRC alter our meeting schedule to accommodate the Finance Committee schedule. He proposed that the CRC change our schedule to meet next Weds. Jan 27, 2021, and then every other week after. This was discussed and the CRC members in attendance agreed we could try to accommodate the schedule change. Our next meeting is proposed for Jan. 27, 2021.
2. John provided an overview of the Finance Committee activities expected during February and advised that in April they will hold a public hearing for residents to preview the budget and answer questions prior to Town Meeting in May.

4. Public Feedback Received

1) John Ladik reminded the CRC that we need to review the Charter sections on committee membership requirements and consider a revision that would allow Finance Committee members to serve on other committees. This was mentioned on behalf of Pepperell resident and Finance Committee member, Quinton Cutler, who previously brought this request to the CRC.

Matt Jussaume advised this would be placed on a list to review when the CRC makes another pass at Charter Article 2-3, which covers Committees.

2) Ramona Reed summarized information she received in an email dated January 7, 2021 from Town Administrator, Andrew MacLean. Ramona had taken an action item to confirm if the terminology, "Administrative Code", referenced in Charter Article 5 is referring to the document "Code of the Town of Pepperell". Mr. MacLean wrote in the email:

"...the Administrative Code and the Code of Town of Pepperell are the same thing. They are the collection of bylaws, regulations, and rules adopted by Town Meeting and others so empowered, during the Town's 245 year history."

He also provided some history and background on the "Code of the Town of Pepperell" and stressed how important it is for the CRC to understand where the Charter and Town By-laws and regulations intersect when considering revisions to the Charter. This would include regulations not included in the "Code of the Town of Pepperell", as this document has not been updated since 2002, and does not include regulations passed at Town Meetings after that.

5. Discussion / Action Items

5.1. Action Item Follow-Up: Article 5.5 Org Of Town Gov't - Review Updated Organization List (H.Serreze)

Harvey Serreze created a document dated 1/14/2021 that includes a simplified current list of the appointed agencies and positions for Article 5.5, as discussed and voted on at the CRC meeting of 1/6/2021. This was briefly reviewed.

Action: Matt Jussaume agreed to add the updated list to the Charter draft for the CRC to make a final review of the content at the next meeting.

5.2. Revision Discussions For Article 6 Finance And Fiscal Procedures And Other Charter Sections, Time Permitting

Review of Article 6 will be deferred to the next meeting.

Action: John Ladik will review this and make further recommendations for revisions.

6. Other Matters Which Could Not Be Reasonably Anticipated 48 Hours Prior To Meeting

None.

7. Adjournment

Ramona Reed motioned to adjourn the meeting, which was seconded by John Ladik. By unanimous vote, the meeting adjourned at 7:40 pm. The next Charter Review Committee Meeting will be scheduled for Weds., Jan 27, 2021, at 7 pm.

Minutes respectfully submitted by Ramona Reed, Clerk, Charter Review Committee