

Charter Review Committee (CRC)
Town of Groton, Groton, MA 01450 978-448-1100

Meeting Minutes – August 5, 2015 **APPROVED**

Present Michael Bouchard, Michael Manugian, Bud Robertson, Stuart Schulman,

Not Present Robert Collins, Jane Allen

Recorder: Michael Bouchard

Chairman Manugian called the meeting to order at 7:00 PM.

The Minutes of July 29, 2015 were reviewed, and approved as amended. Unanimous vote.

Mr. Manugian informed the members that the submission data base was updated to include printing of the submitter's name on the web site report. The general presentation and the submission form was also updated to make submitters aware of this change.

Mr. Robertson stated that the Finance Committee addressed the vacancy caused by Mr. Harker's resignation. The Finance Committee will solicit applications from the public. Applicants are asked to submit by August 18. The Finance Committee will interview candidates on September 2.

Mr. Manugian noted that the Charter Review Committee was not scheduled to meet until September 9. He thought that was a long hiatus, and suggested a meeting on August 19. Mr. Schulman will not be available. Others were thought to be available.

Mr. Manugian reported that the committee's web site appeared to be operational, with all links active.

Mr. Bouchard stated that the committee had received a submission letter from Mr. Ellenberger. He stated that the letter refers to an incident or incidents and references the Board of Selectmen, the Cable Advisory Committee, the Town Manager and the Town Clerk. Mr. Bouchard thought that this letter should be forwarded to those parties. Mr. Manugian stated that since the letter refers to a particular incident, the named people/boards should be able to respond. Mr. Schulman stated that if the letter is factually incorrect, a response was appropriate. Mr. Manugian stated that involved parties, in fairness, should be able to respond. It was agreed that Mr. Ellenberger's letter would be sent to the named parties. The letter will be published on the committee's web site. Mr. Ellenberger will be asked to participate in a discussion with the committee after the September 18 deadline.

Outreach

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The committee approved the flyer to be inserted in the August 31 Groton Electric bills with a minor change.

The committee approved the communications message submitted by Mr. Manugian with a minor change.

The committee has been scheduled for a segment on Around Town for September 3. Mr. Schulman and Mr. Robertson are tentatively scheduled to participate. Many thanks to Jane Bouvier.

The Council on Aging has offered to include a committee notice in their monthly newsletter. Mr. Manugian will submit the notice. The Council is also hosting, and has invited the committee to give a brief presentation at, a Veterans Breakfast on September 3 (Mr. Robertson to attend), Women's Club meeting on September 16 (Mr. Bouchard) and the Nashoba Tech Luncheon (Mr. Manugian).

Mr. Manugian reported that the School Superintendent has agreed to include a committee message in the Superintendent's Message. Mr. Manugian to submit.

Mr. Bouchard will send the committee message to the several sports leagues. Email addresses were provided by Ms. Allen.

Mr. Robertson will send the committee message to the Boy Scouts. He will also contact the Newcomers Club.

Mr. Robertson mentioned that the annual Fireman's Muster will be held on Labor Day. This would be a good outreach opportunity. It was suggested that the committee could set up a table to distribute flyers and answer questions. This will be further discussed at the August 19 meeting.

Mr. Schulman will email an outreach message to the Talk-About-Groton list.

Mr. Manugian asked who committees, boards and commissions "work for". He asked what the authority of committees was, and where it was documented. Mr. Schulman and Mr. Bouchard stated that committees, etc are elected or appointed. If elected, the committee reports to the electorate. If appointed, the committee reports to the appointing authority. Unless that is a subcommittee, the appointing authority is either town meeting, the Board of Selectmen or the Town Manager. Mr. Manugian further asked what the authority of a committee was. Mr. Schulman responded that committees have a "charge" or mission when formed. He also stated that committees operate autonomously, but coordinate with the town. Mr. Manugian asked where this was documented. Mr. Manugian asked if the town had an organizational chart (ed. note: organizational chart available on the town's web site).

Charter review

The committee completed its review of the charter, starting at Section 6-4 through the end.

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Mr. Manugian reminded members that they should submit their own charter submissions by the September 18 deadline. Mr. Robertson added that specific suggestions can be evaluated more easily when they are specific and detailed so that there is less room for interpretation. General comments can also be handled. It's very important that submitters include the rationale for suggestions, answering the question "Why is the town better off?".

The next meeting will be scheduled for August 19.

The meeting adjourned at 8:29 PM.

Respectfully submitted,

Michael Bouchard