**CHARTER REVIEW COMMITTEE MEETING**

**MINUTES**

**OCTOBER 17, 2024**

**Present:** Peter Cunningham, Robert Collins, Kristen Frank, Rebecca Weksner, Brenden Mahoney, Michael Sulprizio, Mark Haddad

Mr. Haddad called the meeting to order at 5:30 p.m. Mr. Haddad presented the Agenda for the meeting.

**Organization of the Board**

Since this was the first meeting of the Charter Review Committee, the Committee needed to organize.

Mr. Haddad nominated Peter Cunningham for the position of Chair. Mr. Collins seconded. The vote was 6 in Favor, 1 abstention (Cunningham).

Mr. Cunningham called for nominations for Vice-Chair. Mr. Haddad nominated Rebecca Weksner for the position of Vice-Chair. Mr. Collins seconded. The vote was unanimous.

Mr. Haddad stated that he would be willing to be Clerk and keep the minutes and track proposed changes to the Charter.

Mr. Sulprizio nominated Mark Haddad for the position of Clerk. Dr. Weksner seconded. The vote was unanimous.

**Determine Meeting Schedule**

The Board discussed how often they would meet. It was determined that they would meet twice a month on the first and third Thursday of the month. The next meeting would be scheduled for November 7, 2024. The Committee determined that the start time of the meeting would be 4:30 p.m.

**Determine Process for Review of the Charter**

Mr. Collins stated that the previous Charter Review Committee solicited public input through a flyer in the Electric Light Bill. The Committee asked Mr. Haddad to investigate doing this again. Mr. Haddad said he would find the advertisement the last Charter Review Committee used and share it with the Committee for review and approval. The Committee would also like to advertise on the Town’s website, the Groton Herald and Facebook. Mr. Cunnigham noted that he would announce that the Committee was seeking input at every Select Board meeting as well.

Mr. Mahoney asked members if they have reviewed the Charter and what they thought was needed. Mr. Collins said that the last review did a very good job reviewing the Charter and that minor tweaks were needed. Mr. Cunningham agreed and reviewed the history of the creation of the Charter. Ms. Weksner stated that as she reviewed the Charter she would not readily recognize the need for change as it was more an organizational document. Mr. Haddad stated that having a fresh set of eyes on the document from Dr. Weksner and Ms. Frank who are not intimately familiar with day to day operations would provide great feedback.

**Determine Date of the First Public Hearing**

Mr. Haddad stated that the Charter requires the Committee to hold the first public hearing within 60 days of the first meeting. That means the hearing would have to take place by December 17, 2024. In addition, a second public hearing would need to be held prior to the Committee issuing its final report. The Committee decided that the best date for the first public hearing would be Thursday, December 5, 2024 beginning at 7:00 p.m.

**Schedule Meeting with Town Counsel to Review Charter Approval Process**

Mr. Haddad recommended that the Committee meet with Town Counsel to discuss how changes to the Charter would be approved. Since the Committee needs to understand the approval process of any proposed change, the Committee agreed that having Town Counsel attend an upcoming meeting would be a good idea. Mr. Haddad will contact Town Counsel and ask him to attend the November 7th meeting, if possible.

**Other Issues**

Mr. Haddad stated that due to potential conflicts of interest of members on the Committee, Town Counsel recommended that the Select Board designate the Charter Review Committee as Special Municipal Employees pursuant to M.G.L., c. 268A. The Select Board will be taking this up at their meeting scheduled for October 21, 2024.

Being no further business, Mr. Cunningham adjourned the meeting at 6:05 p.m.

Respectfully submitted,

Mark Haddad, Clerk