



# TOWN OF LUNENBURG

## Charter Review Committee

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LUNENBURG TOWN  
CLERK OFFICE

NOTICE OF MEETING  
Wednesday, October 11, 2017 – 7:00 PM  
Town Hall, Bilotta Meeting Room  
17 Main Street, Lunenburg, MA

*In accordance with the requirements of the Open Meeting Law, please be advised that this meeting is being recorded and broadcast over the Lunenburg Public Access channel.*

### MINUTES

Meeting Posted: Yes

Place: Ritter Memorial Building, 960 Massachusetts Avenue — Marian Benson Meeting Room

Time: 7:00PM

Present: Jamie Toale (Selectman), Michael-Ray Jeffreys (Planning Board), Katie Adams (School Committee), Terri Burchfield (Finance Committee), Nancy Gray (Community Representative)

### MINUTES APPROVAL

27 September

Motion, T. Burchfield, to approve minutes from 27 September; Second, K. Adams; all aye

### DISCUSSION

#### a. Responses from Committees/Boards

T. Burchfield mentioned that PACC will review and respond; unsure of how to contact the Cultural Council. K. Adams mentioned that Architectural Preservation Commission inquired about the timeline for them to respond. Group discussion indicated that within a month (mid-November), N. Gray and J. Toale mentioned that boards he's contacted need time to add this to their agenda and discuss. M. Jeffreys noted that M. Allison (Planning Board) provided a comment stating that town members should get more time to respond to the warrant. M. Jeffreys will template how to record the information gained from the committees and boards we reach out to. K. Adams suggested that we break down the charter into certain groups or categories. K. Adams will organize the Charter into categories to make it more digestible and will distribute at the next meeting.

#### b. Representative Town Government

##### i. Review from similar communities

Members need more time to continue to research this

##### ii. Identify current consensus

T. Burchfield stated that it would be good to first look into changing the time. Suggested a community education process and then to inquire about why participation rate is low; would like minutes to be added to the website. J. Toale would like for us to continue to explore what other towns do with a focus on their schedules. K. Adams stated that the mailing could be reformatted to be more inviting. M. Jeffreys noted that campaigning is a vital part of community awareness; increasing campaigning may increase involvement.

#### c. Board of Selectmen

##### i. Alternative name

J. Toale noted that other communities call it a Select Board. M. Jeffreys noted that the names are male centric. We will look into alternatives

##### ii. Alternative structure

Membership of five members is seen as preferential

#### d. Town Meeting

##### i. Schedule of meetings

General views are that the time of Town Meeting isn't ideal. Other communities spread it out over multiple days, Mondays and Tuesdays seem to be what most other towns do. K. Adams noted that

a set date may be preferable. J. Toale stated that having flexibility is a good practical issue. M. Jeffreys noted that weather is a factor — the first weekend in May is usually the first good weekend to get out after winter; recommended looking at school vacation week, when more families are home, to increase participation; recommended moving it to the end of April.

ii. Identify alternative days and times

e. Elected Boards with employees

Town employees that fall under a discipline shared by the board; there are elected boards. J. Toale advocated for continuing discussion in this area. M. Jeffreys noted that there should be an employee review process that incorporates and aligns the goals of the Town Manager with the board that the employee works with. M. Jeffreys will review what other communities do and create some templates for employee evaluation. T. Burchfield noted that some of this falls into negotiated contracts and may fall under the Personnel board. J. Toale noted that we should evaluate, in most of these areas, what other towns do to set a guide for how we can proceed. T. Burchfield added that we should create a spreadsheet with multiple data points based on conversations and agenda discussions. Group discussion about the importance of teaching town government structure within the school system; looking at how to incorporate student involvement. N. Gray noted that she believes that the lack of involvement is affirmation that people are happy with the way things work. J. Toale noted that some towns do a lottery system for Town Meeting articles.

i. Accountable officers

ii. Employee review processes

iii. Termination processes

f. Director of Facilities

General consensus is that this is worth exploring; K. Adams noted that this may take resources from other areas and that there may be potential within the current structure and assignment of duties to achieve the desired result.

g. Town Clerk

i. Elected or appointed

Policy versus operation — will be looked at on spreadsheet

h. Designate small group tasks

#### **ACTION ITEMS BEFORE NEXT MEETING**

- a. Continue to communicate with boards, committees, and departments to identify organizational inefficiencies and needs
- b. Agenda item for brain storming

#### **UPCOMING MEETINGS**

Meetings are held at Town Hall, 7:00 PM, on the second and fourth Wednesdays of the month, unless otherwise indicated. Upcoming meetings:

25 October at Ritter

08 November

#### **ADJOURNMENT**

**Motion, T. Burchfield to adjourn, Second, M. Jeffreys, all aye. Meeting adjourned at 8:33**