



TOWN OF LUNENBURG
Charter Review Committee

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LUNENBURG TOWN
CLERK OFFICE

MINUTES

Wednesday, January 10, 2018 – 7:00 PM

Meeting Posted: Yes

Place: Ritter Memorial Building, 960 Massachusetts Avenue

Time: 7:02PM

Present: Jaime Toale (Selectmen), Katey Adams (School Committee Representative), Mark Erickson (Finance Committee), Michael-Ray Jeffreys (Planning Board), Michael Mackin (School Committee Representative), Terri Burchfield (Finance Committee), Nancy Gray (Community Representative), Michael Mackin (School Committee)

Absent: Bob Ebersole (Selectman), Steve Archambault (Community Representative)

1. CALL TO ORDER

J. Toale, called the meeting to order and noted that due to expected absences, the town manager was asked to come to our next meeting. He advised hearing the representative from the Cemetery Commission and potentially adjourning the meeting until a supermajority of the board was present. Without objection, Mr. May was asked to join the committee and make a recommendation.

2. PUBLIC COMMENT

3. BOARD ANNOUNCEMENTS

4. MINUTES APPROVAL

29 November

27 December

5. DISCUSSION:

a. Responses from Committees/Boards

Mr. Lance May (Cemetery commission) – believe that the current charter is missing one word that is part of the state law governing cemeteries, the word being “sole” in Section 3-5.

b. Board of Selectmen

i. Alternative name

c. Town Meeting

i. Schedule of meetings

ii. Identify alternative days and times

iii. Communication of Town Meeting

d. Elected Boards with employees

i. Accountable officers

ii. Employee review processes

iii. Termination processes

e. Charter vs. Bylaws for location of proposed changes

T. Burchfield noted that the charter spells out very detailed information related to the duties of the finance department, whereas this level of detail is not replicated in any other bodies mentioned in the charter. She encouraged us to look into this before meeting with the town manager. J. Toale noted that there may be a historical reason for this, and B. Ebersole may have more insight.

f. Director of Facilities

g. Town Clerk

i. Elected or appointed

h. Review highlights of Articles 1, 2, 3, & 4

i. Discuss Article 5 through end of Charter

- j. Establish timeline to complete review
- k. Brainstorm

Approximately 50 minutes was spent in general discussion around the pace, timeline, scope, level of member commitment, and community engagement of the committee. General discussion about a potential survey and the purpose, wording, and scope of it.

- l. Meet with Town manager to discuss recommended changes

6. ACTION ITEMS BEFORE NEXT MEETING

- a. Continue to communicate with boards, committees, and departments to identify organizational inefficiencies and needs
- b. Members should come on January 24th with suggested questions for Town Manager

7. PUBLIC COMMENT

Rhonda Lisio – stated that she's an average member of the public and will recommend a change to the charter and feels that her opinion is just as important as everyone else's.

8. BOARD COMMENT/CONCERNS

9. MEETING SCHEDULE:

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

- February 7.
- Skipping Valentines Day
- February 21
- February 28

10. ADJOURNMENT