



TOWN OF LUNENBURG

Charter Review Committee

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MINUTES

Wednesday, January 24, 2018 – 7:00 PM

MAR 21 2018

LUNENBURG TOWN
CLERK OFFICE

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)

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

1. CALL TO ORDER

2. PUBLIC COMMENT

none

3. BOARD ANNOUNCEMENTS

none

4. MINUTES APPROVAL

10 January

Changes recommended

5. DISCUSSION

- a. Responses from Committees/Boards
- 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
- 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
- l. Discuss posting a town survey

T. Burchfield forwarded a sample survey template via email prior to the meeting. M. Erickson asked if the recommended electronic format would limit participation. T. Burchfield expressed the importance of having a paper version. S. Archambault recommended a cut-off date for the survey for voters to know when it needs to be completed.

- m. Meet with Town Manager

H. Lemieux appeared before the committee with recommended changes:

Section 2-3(c)1 – Not clear at what point the Town Manager files the budget with the Town Clerk. Is it after the public hearing when all final recommendations of the Finance Committee are taken?

Section 2-7(c) – need clarification on the “agencies” included when notice is given for Special Town Meeting.

Section 3-2 – suggested including Finance Director, Town Treasurer, Town Collector, and Counsel of Aging Director to be appointed by the Town Manager instead of Board of Selectmen to create a more centralized organizational structure.

Section 3-6 – Under board of health, there is not a section on appointments for agents like there is for other members

Section 3-10 – There is now a Land Use Director that not only works with the Planning Board, but oversees the Building Departments, ZBA, and Conservation

Section 4-2(c) – to maintain consistently with other appointments made by the Town Manager that are ratified by the Board of Selectman, it seems logical to include the Town Treasurer and Town Collection; reference to the Planning Direction which should be Land Use Director

Section 4-2(e) – recommended changing language so that it doesn’t sound like the Personnel Board is involved in Performance Evaluations and Collective Bargaining agreements. Delete the first clause and replace with “to the Personnel Administrator whom is...”.

Section 4-2(i) – add the pronoun her

Section 4-2(l) – add in “add bargaining units” to clarify that the Town Manager can negotiate contracts with bargaining units

Section 4-2(m) – delete specific reference to MGL and replace with “the General Laws,” to encompass laws as they change.

Section 5-3 – Replace the first clause with “There shall be a department of finance and financial services headed by a director of municipal finance who is either the Town Manager or his/her appointee per Article 4.

Section 5-3(c) – The town manager is designated as the Chief Financial Officer, but this contradicts the first sentence in Section 4-2. To resolve this, there was consensus that the Town Manager appoint the Chief Financial Officer and act in that capacity in the absence of such an appointment. B. Ebersole recommended continuing discussion on the financial relationships. General discussion about the checks and balances within town finances. Consensus to allow the Town Manager to appoint the Town Accountant with the recommendation of the Board of Selectmen.

Section 5-3(m) – The “division of procurement” is the Town Manager’s responsibility.

Section 6-3 – Submission of Budget and Budget Message – current language requires publication in a local newspaper. Replace with “on the town website” and cross reference with warrant requirements given that the budget is mailed to every household in the town.

Section 6-5 – The Budget. Delete “In the presentation of the budget, the town manager shall utilize modern concepts of fiscal presentation so as to furnish maximum information and the best financial control.” Given recent technological trends, this is no longer needed. Minor changes in language noted. Delete c and replace with “Identify all other available sources of funding.”

S. Archambault read a message forwarded by Tim Murphy (Town Moderator) noted that termination process for the town manager, as noted in the Charter, may not provide her with enough right. J. Toale and M. Jeffreys mentioned that the facilities management role falls under most departments without a designated person and was asked if the role should be a separate department head. M. Erickson noted that Information Technology is not in the Charter but it is a requirement.

J. Toale noted there’s a need to synchronize the roles of town employees as they work with Town Boards.

6. ACTION ITEMS BEFORE NEXT MEETING

a. Continue to communicate with boards, committees, and departments to identify organizational inefficiencies and needs.

b. B. Ebersole will create two marked-up Charters: one with substantive changes and one without.

Members interested in making additional changes not already discussed should forward that to B. Ebersole before the next meeting.

7. PUBLIC COMMENT

none

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

February 28

10. ADJOURNMENT