

## CHARTER COMMITTEE MINUTES

January 13 ,2022

RECEIVED  
TOWN CLERK

2022 FEB -1 A 9:57

MEMBERS PRESENT: Lillia Cabral-Bernard, Morgan Dawicki, Linda Gallant, Ronnie Medina, Cathy Melanson, Brendalee Smith, Marybeth Vargas

FAIRHAVEN,  
MASS.

Members Absent: Kyle Bueno, Robert Grindrod

Others Present: Fairhaven TV

The meeting was called to order by Ms. Melanson, at 6:31 PM.

### Pledge of Allegiance

There was a roll call of committee members: Ms.Cabral-Bernard,Mr.Dawicki,Ms.Gallant,Mr.Medina, Ms.Melanson, Ms.Smith ,Ms.Vargas

Approval of minutes: A motion to approve the minutes from December 9,2021 was made by Ms.Cabral-Bernard seconded by Mr.Medina , approved 7-0 unanimously by roll call vote

Public Comment None

### Discussion/Actions:

1. Welcome to new Charter Committee member Linda Gallant
2. Update on DOR representative: Mr. Grindrod not here, will hold for next meeting
3. Update on OML Google Docs: Mr.Dawicki  
He found out it would not be permitted to use as it would be considered a violation of the open meeting law. The question continues how to compile larger documents or information group's using. Discussion on this topic ensued. Most agree that we may have work in smaller groups and present information to others.
4. Updater Town Organizational Chart:  
Ms.Melanson working with Ms. Smith on creating document. Ms. Melanson will run document by Mrs.Graves for accuracy. Ms.Smith feels she will have document draft for next meeting, Questions from Ms.Gallant regarding previous organizational charts for town. According to Ms. Melanson most recent one (2012) is not really accurate and obsolete due to changes in town positions.
5. Update on website design: Ms. Smith  
She spoke to Ms. Olivera, assistant to town administrator. There is a basic consistency on websites. She made suggestions about additional documents, materials, attaching minutes. Discussion by group ensued. Ms. Vargas mentions at last meeting we were asked to look at websites. One thing that most sites have are Mission Statements, we don't have one currently on ours. Was agreed the group should take look at our committee's site and decide on what we think people should see.
6. Discussion/vote on draft of comparable communities:  
Group discussion regarding the list and looking at the towns/city charters. Agreed that list will be divided up among group members, and will look up their charters to share with group.

Acushnet and Mashpee: Ms. Smith  
Oxford and Wareham: Ms. Cabral-Bernard  
Amesbury and Easthampton: Ms. Vargas  
Weymouth and Auburn: Ms. Gallant  
Barnstable: Mr. Dawicki  
Franklin: Mr. Medina  
Watertown: Ms. Melanson  
Vote on approving the list motioned by Ms. Smith Seconded by Mr. Medina  
Roll call vote, all approved

#### Upcoming Events

Next Meeting: Thursday January 27, 2022 at 6:30 PM

Other/New Business: None

#### Review Action Items

1. Ms. Melanson to check if there are any other way to get information to the group
2. Everyone to look charters in town/cities
3. Look at charter committee's website and come up with suggestions
4. Ms. Melanson/Ms. Smith to work on organizational chart

#### Question/Comments

Ms.Cabral-Bernard asks if there are any resources in town to print the charters we are looking up

Ms. Gallant asks if we should be looking at charters mission statements that we are researching.

Group discussion regarding topic.

For future adjournment recommending not needing rollcall just motion to adjourn

#### Adjournment

Motion to adjourn made by Ms.Cabral-Bernard , seconded by Mr.Medina

.Motion to adjourn approved unanimously.

Meeting adjourned at 7:35 PM

Marybeth Vargas Recording Secretary to Charter Committee