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TOWN CLERK

CHARTER COMMITTEE MINUTES

February 10, 2022

2022 APR 25 A 9:29

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

FAIRHAVEN,
MASS.

Members Absent: Mr. Dawicki

Others Present: Fairhaven TV

The meeting was called to order by Mr. Bueno, at 6:30 PM.

Pledge of Allegiance

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

Approval of minutes: A motion to approve the minutes from January 27, 2022 was made by Mr. Grindrod seconded by Ms. Melanson, approved 7-0 unanimously by roll call vote

For record: Mr. Dawicki gave prior notice to Mr. Bueno he may be late for meeting.

Public Comment : Community member present, no comment

Discussion/Actions:

1. DOR Questions: Mr. Bueno only received questions from one member. Confirming no other questions from the group. Ms. Smith proposes she would like additional time. Mr. Grindrod mentioned the man from DOR on vacation for 3 weeks. Discussion from the group ensued. All in agreement will take additional time before next meeting to review DOR report.
2. Update on town organizational chart: Ms. Melanson
Met with Wendy, who rewrote some things. Brenda Lee put it together. Across top all are elected officials, blue boxes to the left go under finance director, animal control goes under police. EMS goes under fire. Building commission: zoning office, weight/measure. On the right are state statutes. Board of works, voted committee on state statutes. Board of Health: this board can hire and fire health agents. Planning Board: can not hire/fire town planner. Town administrator, board of selectmen handle daily things at town hall. Discussion from committee members. Recommendations: The board of selectmen name changed to selectboard and misspelling conservation committee. Question if we can add an asterisk to elected positions to help the average citizen that's looking at chart.
3. Update on Web storage: Ms. Smith. Vikki states the storage is really huge, up to 600 documents/folders. No limits on documents. Ms. Smith asking questions from the last meeting regarding sending email from our town clerk to town clerks regarding towns/cities throughout MA that may have worked on charters within the last 5/10 years. Discussion from the group regarding this. Email would ask if anyone within the last 5 years has created, amended, updated their charters and could we contact them if needed. Possibly could also question whether there is a template they used that's available. Mentioned in Collins report update Town of Amesbury there is a drafting manual on charters put out by state. Possibly could ask Michael Dutton