

## CHARTER COMMITTEE MINUTES

May 17, 2023

The meeting was called to order by Mr. Bueno, at 6:35 PM.

Pledge of Allegiance

MEMBERS PRESENT: Kyle Bueno, Cathy Melanson, Brendalee Smith, Robert Grindrod, Lilia Cabral-Bernard, Ronnie Medina ( entered late)

Members Absent with prior notice: Morgan Dawicki, Linda Gallant, Marybeth Vargas

Others Present: Fairhaven TV

Roll call of committee members: Mr. Bueno, Ms. Melanson, Ms. Smith, Mr. Grindrod, Ms. Cabral-Bernard

Approval of minutes: A motion to approve the minutes from March 15, 2023 was made by Ms. Melanson seconded by Ms. Smith, approved unanimously by roll call vote

Public Comment: none

Discussion/Action: Kyle asking committee if we can take out of order. Committee agrees

1. Discussion Town Charter Index: Mr. Grindrod

Bob took index and corrected the number skipped and some of the subheading numbers. Discussion regarding document and its use. No questions/comments from committee for corrected document

2. Town committees /Board information: Mr. Dawicki: absent, presented by Kyle

Mr. Dawicki outlined entities in town. Mr. Bueno verbally listing from document. Objective to go through list make any edits /additions to list. For this meeting try and get the appointing authorities and charter location. Feel this would be good starting point for today's purpose. Discussion by committee, agreed to approach and will also compare organizational chart to the list.

The one's that are voted on we know: Selectboard, school committee, board of public works, Department of Public works (DPW) appoints the board

housing authority, trust fund.

Question about town counsel, was appointed this time by Town Administrator (TA), will confirm with TA.

Selectboard appoints TA.

Finance committee is precinct committees of town meeting. Finance Director appointed by Selectboard. Ms. Melanson states this needs correcting that it's the TA.

Human resources: TA

Police/Fire: Chief and TA. TA appoints the chief.

Emergency Management: appointed by Fire and TA

Planning and Development: appointed by TA

Tourism: appointed by TA

Betterment Services: appointed by TA

Superintendent of Schools: appointed by School Committee

BPW Superintendent: appointed by BPW

? DPW Superintendent appoints the highway/water and sewer. Need to confirm this

Accounting/Assessing/Treasurer/ Tax Collector: appointed by TA

Animal control: appointed by Police

Building Code Enforcer: appointed TA

Community TV: appointed by TA

Conservation Agent: appointed by TA

Recreation: appointed by TA

Senior Center: appointed by TA

Tree Warden: until term completed voters after this? if TA or DPW as it will be under parks?

Flagged items will be saved for later for review

Next will be Charter Locations:

### **Article 3 (Town Administrator)**

Town Administrator

Human Resources

### **Article 4 Legislative Branch (Elected Officials)**

Planning Board

Town Clerk

Housing Authority

Trust fund (could be argued under finance)

Board of Health

Health Agent

**Article 5**

Finance director

Finance Committee

Accounting

Assessing

Collector

Treasurer

**Article 6**

Planning and Economic Development

Tourism

Veterans Services

Facilities

Building Code and enforcement

Community TV

Conservation Committee

Conservation Agent

Recreation

Senior Center

**Article 7 School Department**

School department

**Article 8 Public Safety**

Police/Fire

Emergency management System (EMS)

Harbormaster: discussion regarding could go under a couple places, public safety, marine things,  
town administrator

Animal Control

**Article 9**

BPW

Highway

Water, Sewer

Parks

Discussion about elected officials in Article 4 Appointed Article three

Leaving blank:

Town Council need to clarify, also Tree Warden

Kyle recommends as action step we divide and conquer the responsibilities of each entity

Forty-three entities

Cathy Melanson requests to do all Article 3 and 4 as she is at town hall almost daily in planning office

Kyle will send out the master document to input entities and their duties

Ms. Smith: maybe this question is for next time: As we create these articles are we putting who is voted and who is appointed? Or is article specific to who is voted? Go to next article everyone who is appointed? Or mixed up within article?

Kyle thinks for now let's focus on who is responsible for what article and at future meeting revisit point. Discussion continued regarding topic. Among committee members.

Ms. Cabral- Bernard looking where list of entities is. List sent from Mr. Dawicki: Fairhaven Entities

Mr. Bueno to resend list

Next step to include these entities and their responsibilities in this charter. We've located appointing authorities for each, and charter location so next

For example, take school committee and its responsibilities and include it in article 7 of the charter. Taking duties and responsibilities and inputting in respective articles. We are building charter document

Mr. Grindrod s think we need to take look at one or two articles. A

and all look at it and get consensus. For example, Article 1 and 2 are easiest

Recommends we all look at same articles and have discussion

When we come to consensus move down the list. Discussion continued among members about next approach.

Suggested we divide in teams: there are 9 articles

Articles 2, 3 and 4: MS Smith, Ms. Cabral Bernard and MS Melanson

Articles 6, 7, 8, 10 and 11 Mr. Bueno and Mr. Dawicki

Articles 5, 9 Mr. Grindrod, and Ronnie

3. All Board Commission Meeting: set up statutory requirements and liability issues. To minimize town liability. June 13<sup>th</sup> 6-8 pm. Required event for all boards and committees. If can attend let me know. It's about open meeting laws. Meeting in Town Hall auditorium

**Next Meeting:** Thursday, June 22, 2023

**Other/New Business:** None

**Review Action Items:**

1. Ms. Melanson, Ms. Smith, Ms. Cabral-Bernard will do articles 1, 2, 3 and 4

Mr. Bueno, and Mr. Dawicki Articles 6, 7, 8, 10 and 11

Mr. Grindrod and Medina 5, and 9

2. Kyle to confirm room space

**Questions or comments from committee members**

Kyle has two.

1. Ms. Gallant has resigned from committee
2. Mr. Bueno moving down to DC due to work in July or August. Will be here until June but will need reorganization of committee to elect chair, vice chair and secretary. Ms., Melanson states we may not need to do it except for chair. Kyle working with town moderator for helping with replacement.

**Motion to adjourn**

made by Ms. Melanson, seconded by Bob.

Roll call vote, motion to adjourn approved unanimously.

Meeting adjourned at 7:44 PM

Marybeth Vargas

Secretary Charter Committee