



## TOWN OF MAYNARD CHARTER REVIEW COMMITTEE

195 MAIN STREET  
MAYNARD, MASSACHUSETTS 01754

### MEMBERS

William Kohlman, Chair  
Sally Bubier  
Peter Campbell  
Brendon Chetwynd  
William Cranshaw  
Lou Ann Cutaia  
Danielle Ericks  
Natasha Rivera  
Jeffrey Swanberg

**Meeting Minutes**  
**Remote Meeting via Zoom**  
**Wednesday, January 11, 2023**

**RECEIVED**

*By Jim Alexander - Asst. Town Clerk at 3:10 pm, Feb 14, 2024*

**Members present:** Bill Kohlman (WK), Lou Ann Cutaia (LAC), Sally Bubier (SB), Jeff Swanberg (JS), Peter Campbell (PC), Natasha Rivera (NR), Brendon Chetwynd (BC)

**Members absent:** Bill Cranshaw (WC) and Danielle Ericks (DE)

This meeting was recorded.

**Call to Order:** The meeting was called to order at 7:02 pm. A roll call was made of the attendees.

**Recording Secretary:** Brendon was the recording secretary for the meeting.

### **Chair Report:**

DE has resigned from the FinCom and the Charter Review Committee. As we are close to completion, there is uncertainty if we should fill the vacancy. WK confirmed that quorum remains at 5.

After last meeting, WK contacted Lisa Mead (LM, Town Counsel) about Town Meeting article strategy. It was recommended to do them as separate articles.

BC asked if they could be on a consent agenda. WK seemed to recall that they could not be voted on together, but will double check with LM.

General discussion about Town Meeting presentation strategy. SB suggested WC present a high-level overview and WK answer detailed questions.

WK sent draft article to LM for review on 19 December, heard back on 27 December. No comment received.

WK worked with Town Clerk to get latest charter documents on the website.

Greg Johnson wants to schedule a public hearing on 7 Feb at Selectboard meeting. Due to personal conflict WK asked it be rescheduled to 21 Feb. NR mentioned it is school vacation week. WK is awaiting confirmation. Some discussion around meeting logistics, including how the hearing would be held.

WK has been invited to the 17 Jan Selectboard meeting to discuss the public hearing and process further.

General discussion and review of required timeline.

**Minutes of 9 November 2022:** SB moves to accept, BC seconded. The motion passed unanimously by roll call vote.

### **Review of Proposed Warrant Articles for Town Meeting:**

WK had some technical difficulties, BC brought them up on shared screen.

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**General note about warrant article discussion:** Typos, tenses and minor grammar errors were noted and corrected live during the meeting. Updated drafts of the articles were sent to WK by BC at the conclusion of the meeting. Meeting minutes will not repeat these changes.

**Charter omnibus 2023.docx:**

WK noted that LM already approved the article language, but not the comments.  
WK summarized the comments.

**Charter Introduction 2023.docx:**

Comments:

Second sentence "... current one" changed to "... current review."

First sentence, change to "This article includes a new initial paragraph that describes the background and purpose of the Charter."

**Charter Article 1 2023.docx:**

No substantive comments.

**Charter Article 2 2023.docx:**

General discussion around grammar and typo corrections and how best to handle them. Consensus was to continue performing corrections live.

New paragraphs added to increase readability.

General historical discussion around timing of when a Fincom Member should resign if they are running for office or seeking appointment.

LAC: Request clarification in comments that Fincom Members need to resign when elected or appointed.

WK: Add "Upon being elected or appointed, then the individual would then need to resign from the Finance Committee" after the sentence beginning with "The changes further delineates..."

**Charter Article 3 2023.docx:**

New paragraphs added to increase readability.

Third sentence changed to: "Licensing Authority", adds "all applicable laws", to limit the scope to all relevant laws, rules, and regulations for which the select board issues licenses.

Comments, third sentence updated to "It instructs the resigning official to notify the Town Clerk of their resignation and indicate if the resignation is immediate or effective on a future date."

**Charter Article 4 2023.docx:**

New paragraphs added to increase readability.

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Comments:

Remove “however, we also understood the problems that could result if in this rush to appoint an individual, a poor selection was made.”

Remove sentence “If in the case that.... through the year.”

Remove sentence “The committee understood.... permanent appointment.”

Change sentence beginning with “The committee understands...” to “The committee understands the reasons for this but also recognizes the need to finalize hiring of qualified individuals in a timely manner.”

***Charter Article 5 2023.docx:***

New paragraphs added to increase readability.

***Charter Article 6 2023.docx:***

Comments:

Sentence: “The other change to the Charter is to move a sentence to the following section” changed to “The other change was to reorganizes sentence order.”

***Charter Article 7 2023.docx:***

NR offered to redline the draft.

NR made a motion to approve the draft articles for Omnibus, Introduction, and Articles 1 through 6 as amended. JS seconded. The motion passed unanimously by roll call vote.

Next meeting Wednesday, 25 January 2023.

**Adjournment**

NR made a motion to adjourn, seconded by JS seconded. The motion passed unanimously by roll call vote, at 9:08 PM.

Documents (attached/shared) on January 5<sup>th</sup>, 2023

*20221109 CRC minutes.docx*

*2022 Charter Review Committee Report.docx*

*Charter Article 1 2023.docx*

*Charter Article 2 2023.docx*

*Charter Article 3 2023.docx*

*Charter Article 4 2023.docx*

*Charter Article 5 2023.docx*

*Charter Article 6 2023.docx*

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*Charter Article 7 2023.docx*

*Charter Introduction 2023.docx*

*Charter omnibus 2023.docx*

*Charter Review Committee Agenda 01-11-2023.docx*

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Date approved: 25 Jan 2023

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