

## CHARTER COMMITTEE MINUTES

April 25 ,2022

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

Mr.Medina (joined meeting late , noted with roll call vote)

**Members Absent:** Mr.Medina joined late after original roll call

**Others Present:** Fairhaven TV

The meeting was called to order by Mr.Bueno, at 6:31 PM.

### Pledge of Allegiance

There was a roll call of committee members: Mr. Bueno , 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 March 14, 2022 was made by Ms. Melanson , seconded by Mr. Grindrod , approved 8-0 unanimously by roll call vote

**Public Comment:** None

### Discussion/Actions:

1. DOR questions : Mr.Bueno thinks answers to questions would better be answered by town hall. Ms. Melanson will be meeting with Wendy Graves and feels she may be able to answer these questions. She would know what was done or not done.
2. Reference Documents file: Mr.Bueno Spoke with Derek (public access) and Linda Fredette will try and do the different headings.
3. Update to Organizational chart : Ms. Smith Has been completed and Ms. Melanson will have Vikki review it for accuracy or changes. Also feels Wendy and the new town administrator could fine tune it. Also Mr.Medina joined the meeting . Unanimous roll call vote to add to record he has joined the meeting.
4. Charter Strategic Objective: Mr. Bueno Discussion regarding committee finding direction.Discussion by group on direction of charter. Goal to get a charter in the town of Fairhaven,look at current bylaws and copy within charter. Need to start with a document . Hopefully overtime can be a continual process. Need to take baby steps. Organizing a town under document is enormous and the ability to change it within the town is important.  
Discussion continued with thoughts of making it a living document , transparent , building on what we currently have in town. Also developing the organizational chart to work from.main objective to get a charter in place to get local control.For example, a recent change to select board had to be approved by the state because Fairhaven doesn't have a charter.

First step is to get a charter so the town has the ability to make changes without going through the state. Next would be to find out town wants in a charter. Motion made by Ms. Cabral-Bernard to define the objective of the committee.

**Motion as follows:**

**The charter committee is charged to draft a basic charter to establish town self governance, based on current bylaws and other resources available in town , including public comment and interviews and the towns organizational chart .**

Seconded by Ms.Melanson.Roll call vote: unanimous all members.

5. Next steps: Mr.Bueno

The Fairhaven Town clerk reached out to other town clerks in communities that have charters for information/topics such as when they did surveys , did they create questions? Next meeting the group should consider strategic planning. roadmap for end goals, plan dates for interviews etc.

**Review Action Items**

1. Reach out to communities with charters.
2. Create a 1st draft calendar for guidance or questions they asked. Ms.Gallant recommends after having spoken to some people that we have a list of the same questions everyone should use.Also states one person she spoke to recommends having an organizational chart done first before proceeding. Discussion ensued amongst the committee on the topic. In agreement we should hold off strategic planning until the organizational chart has final review by the town administrator. Ms. Melanson to arrange a meeting to do so.

**Upcoming Events**

Next Meeting: Monday May 23 , 2022

Mr.Bueno suggested the group should meet in person unless extenuating circumstances/illness. Will check with Derek the schedule. Derek came in meeting and states the selectboard is meeting 1st 1nd 3rd Monday and space would be good. The East room would be available.Bob recommends not meeting the same Monday as selectboard.

**Other/New Business: None**

Bob brings up the email regarding the proposed change in the finance committee that was sent to the committee wanting to know when we should discuss it. Mr. Bueno feels it would be good when discussing bylaws. Bob further clarified he meant acknowledgement of the letter/email. Ms. Cabral-Bernard recommends we should acknowledge any letters ect. under public comment so it is in the record. Agreed by group any emails/letters will be added to meeting records during public comment.

Kyle will add to the action plan that he will do this and also create a document that tracks any public comments via email/letters so we can reference it in future.

**Question/Comments**

- 1 .Ms. Gallant wants to know if copies of town bylaws are available. Mr. Bueno states you can do public search . It is [ECODE360.com/FA1596](http://ECODE360.com/FA1596)
  2. Mr.Bueno concludes with how our committee has improved and is confident in the direction we are heading in trying to get the charter in place.
  3. Bob would like to get info to Beth David from Fairhaven Neighborhood News about our meetings to add to the calendar. Ms. Melanson states they are also on the Fairhaven town website and Fairhaven Facebook page.
- Mr. Bueno to add that to his list to let her know.

**Adjournment**

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

Motion to adjourn approved unanimously.

Meeting adjourned at 7:32 PM

Marybeth Vargas Recording Secretary to Charter Committee