



Watertown Town Council

Administration Building
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Watertown, MA 02472
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ELECTED
OFFICIALS:

Mark S. Sideris,
Council President

Vincent J. Piccirilli, Jr.,
Vice President &
District C Councilor

Caroline Bays
Councilor At Large

Anthony J. Donato,
Councilor At Large

John G. Gannon,
Councilor At Large

Anthony Palomba,
Councilor At Large

Angeline B. Kounelis,
District A Councilor

Lisa J. Feltner,
District B Councilor

MINUTES

MEETING OF THE CHARTER REVIEW COMMITTEE TUESDAY, JULY 6, 2021 AT 6:00 PM MEETING WILL BE LIMITED TO REMOTE PUBLIC ACCESS ONLY

ACCESS INFORMATION:

- A. The meeting will be televised through WCATV (Watertown Cable Access Television): <http://vodwcatv.org/CablecastPublicSite/?channel=3>
- B. Public may join the virtual meeting online: <https://watertown-ma.zoom.us/j/96419264286>
- C. Public may join the virtual meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 964 1926 4286#
- D. Public may also comment through email: vpiccirilli@watertown-ma.gov

The purpose of this meeting is to discuss, consider, and act on the following:

1. Call to Order
Council President Sideris called to order a regular meeting of the Charter Review Committee at 6:02 p.m. Those present were Councilors Caroline Bays, Anthony J. Donato, Lisa J. Feltner, Angeline B. Kounelis, Anthony Palomba, Vice President Vincent J. Piccirilli, Jr., Kenneth M. Woodland, Council President Mark S. Sideris, Marcia Ciro, Anne Fitzpatrick, Jonathan Hecht, Leo Martin, James Mello, and William Oates. Councilor John G. Gannon arrived at 6:07 p.m. Also present was Michael Ward, Director of the Collins Center.
2. Discuss Remaining Priority Items (Including Preamble, City/Town Designation, Powers and Duties of the Manager, and Charter Review Committee Section)

Preamble – Councilor Palomba moved to accept the Preamble as submitted by the Preamble Subcommittee on June 7, 2021; Councilor Piccirilli seconded the motion.

It was mentioned the preamble was aspirational in tone, but it lacked the inclusion of a governing principle of accountability and accessibility. Councilor Palomba suggested the addition of the words “Accountability and Transparency” as a sixth guiding principle.

The motion was adopted 13-1 on a roll call vote. All members voted in the affirmative except for Councilor Kounelis who voted in the negative.

Refence of Watertown as City or Town – Councilor Piccirilli moved to change the reference in the charter from the Town of Watertown to the City of Watertown and to make all references of town to city; Member Ciro seconded the motion.

Some members stated there are instances where the state mislabels Watertown as a town for benefits and programs, and this is evidence that the layer of complication

should be removed by using the term “city”. A question was raised to whether to include a timeframe for the transition of all references in the charter. Council President Sideris stated this could be taken up by the Council in its sessions. Comments were made that this status change should be made a separate question due to its emotional nature.

The motion was adopted 10 - 4 on a roll call vote. All members voted in the affirmative except for Councilors Donato and Kounelis, Member Hecht, and Council President Sideris who voted in the negative.

Composition of the Charter Review Committee – It was suggested to remove the first sentence of Section 8-1 (b) Periodic Review: “The town council shall provide, in every year ending in a zero, for a complete review of the charter by the entire council and six additional voters to be appointed by the council president.” and replace it with the following sentence: “The town council shall provide, in every year ending in a zero, for a complete review of the charter by the entire council and six additional voters a committee of nine members to be appointed by the council president and confirmed by a majority of the council. Not more than three members of the committee shall be current members of the council. All members of the committee shall be residents of the town.”

The current size of the Charter Review Committee is larger than usual and only one other community includes the entire town council. There was a discussion as to whether the council membership should be a maximum of 2 or 3 councilors. Member Ciro moved to adopt the suggested wording with the maximum number of town councilors being “two” rather than “three”; Councilor Palomba seconded the motion. The motion failed on a vote of 5 – 9. All members voted in the negative except for Councilors Bays, Feltner, and Palomba and Members Ciro and Fitzpatrick who voted in the affirmative.

Councilor Piccirilli moved to adopt the language as provided by the Collins Center regarding the composition of the Charter Review Committee; Member Oates seconded the motion. The motion was adopted 12 – 2 on a roll call vote. All members voted in the affirmative except for Councilor Kounelis and Member Fitzpatrick who voted in the negative.

Year of Charter Review – Mr. Ward stated the purpose of the periodic review is to provide for a maximum period of review in which the charter must be reviewed; however, the charter may be reviewed earlier by the town council, a petition, or a charter review commission.

There was interest in moving up the review date. Some concerns centered around the lack of sufficient time to adequately review the charter due to Covid – 19. Also, with the upcoming change in the Administration, it would be helpful to determine how everything is operating. The current committee has had substantial discussions and made many suggestions but not all items can be considered given the time constraints. A suggestion was made to continue the 10-year review period beginning with the year ending in 6 rather than the current year ending in 0. With this change, the next review would be in 2026.

Councilor Piccirilli moved to change the language by removing the words “every year ending in a zero” and inserting in its place the words “every year ending in a six”; Member Ciro seconded the motion.

The motion was adopted 13 -1 on a roll call vote. All members voted in the affirmative, except for Councilor Kounelis who voted in the negative.

Budget for the Charter Review Committee – There is a need for having a budget to provide for needed resources such as those provided for by the Collins Center and ancillary services or needs such as the cost of the Charter Review brochure. Suggested language stated, “The town manager shall provide the necessary funding for the Charter Committee’s review.” It was pointed out that the town manager would not complete the appropriation because appropriation is a function of the local legislative body. The suggested language was modified to read “The town council shall appropriate funds adequate to cover professional assistance and public engagement/community education for the committee’s review.”

Councilor Piccirilli moved to adopt the language as modified; Member Mello seconded the motion. Councilor Feltner suggested that the slash be removed as the conjoined items are not the same thing. The wording was changed to read “The town council shall appropriate funds adequate to cover professional assistance, public engagement, and community education for the committee’s review.”

The motion was adopted unanimously on a roll call vote.

To address the need for the provision of preparatory documentation to the committee prior to the actual charter deliberation, the following language was suggested: “The town council shall provide all the necessary documents and information to the committee prior to the commencement of the charter review process.”

Member Mello moved to adopt the suggested language regarding the provision of information; Member Fitzpatrick seconded the motion. The motion was adopted unanimously on a roll call vote. The forum was notified that the word “and the public” should have been included in the change so that the information would be disseminated to both the committee and the public prior to the charter review.

It was suggested that the language of Section 8-1 (a) allowing for the change of the charter creates a very difficult process for the citizenry to seek a change the form of government. It was suggested that the charter require signatures of 10% of the total votes cast in the last state election to petition for a review. Councilor Gannon stated there is an easier process already contained within the Charter and the charter review process must be consistent with state law.

3. Discuss Items Begun at June 29, 2021 Meeting But Left Incomplete (Including Definitions and Transition Provisions)
4. Discuss Additional Items in Articles 1, 3, 4, 5, 6, 7, 8, and 9

Section 3-2 3)

The Committee returned to Article 3 for continued discussion. Member Hecht’s suggestion for Section 3-2 3) regarding the appointment power was discussed. He offered language for this section: “. ~~Appointments made by the town manager shall be subject to confirmation of the council as provided by ordinance.~~ Prior to posting and beginning the search for a department head position, the town manager shall meet with the town council to discuss priorities for the department and desirable qualifications and qualities of candidates for the position.”

Many members supported this change because it creates a method to allow for more public input without undermining the authority of the town manager or disrupting the search and hiring process prior to hiring by discussing department needs and qualities and qualifications of its heads.

Councilor Palomba suggested adding language after the suggested change. “The town manager shall submit the resumes of the finalist for assistant town manager and all department heads to the town council and will consider the perspectives of town councilors who wish to submit such to him/her.”

A concern was raised regarding the town council confirming the selected candidate as this could discourage applicants and reduce the pool of possible candidates. It was stated that after a certain level people were aware their name and resume may be subject to public scrutiny. Some felt that the candidate information should be released if they are a finalist; however, there was a concern the committee with overreach: The town manager, as chief executive, needed to be free to make the choice for the position. There has to be trust the town manager can complete the job successfully.

Mr. Ward cautioned the committee about over correcting so the town manager has the opportunity to accomplish and perform the duties of the position. There has to be room for the executive to complete the job.

Member Oates moved to adopt the language offered by Member Hecht; Councilor Piccirilli seconded the motion.

Some members felt the confirmation role should be included. It would strengthen the appointment process by offering leverage to the town council and served as a balance check in the same way it does for appointments to multi-person bodies. Others stated if the town manager overlooked council concerns, then there was a larger malfunctioning in the government.

This change would provide a conversation between the town manager and the town council by sharing ideas about department needs and the qualities of the person who would head it. It was noted that there is a difference between confirmation and communication; the current concern is an issue of communication. This seems to be a good first step. Later if the community felt a need for confirmation, changes could be added then. There was a concern of introducing unforeseen consequences.

The motion was adopted unanimously on a roll call vote.

Suggested Article 3 Changes

Councilor Palomba moved to limit the town manager’s term of office to a maximum of twelve years; Member Ciro seconded the motion. The motion failed on a vote of 1-13. All members voted in the negative except for Councilor Palomba who voted in the affirmative.

Councilor Palomba moved to add the words “The town council shall recognize the importance of considering gender identity, sexual orientation, race, and ethnicity when selecting a town manager.” in Paragraph 1 of the Qualifications section of 3-1. Seeing no support for the motion because it was deemed to be a given, Councilor Palomba then moved to have the town manager appoint all members of the administration except for the Police Chief, Superintendent of Public Works, and Director of the Department of Community Development and Planning, each of whom would be appointed by the town council. A concern was raised that Civil Service law may require the town manager to appoint. He offered a change stating that the town manager consider all aspects of diversity when appointing people. The matter was not taken up by the committee.

Councilor Palomba moved to have all resumes of finalists for an appointment to be submitted to the town council for consideration so that any town councilor may provide

their perspective prior to naming of the appointee; Councilor Feltner seconded the motion.

This would provide the opportunity for the town manager to receive the opinions of those councilors who wanted to share opinions about potential candidates. After a discussion that the advisory board would serve this same function, Councilor Palomba withdrew his motion.

Councilor Palomba moved to have a communications director and a community engagement officer appointed; Councilor Feltner seconded the motion.

Members felt an engagement officer is an interesting concept; someone who could assist citizens find needed services; this position implements the spirit of the preamble and speaks to the town's goals and aspirations; and a position that could assist the town manager be more effective.

Concerns were raised as to whether the position should be created by ordinance rather than charter. Others felt it should be elevated to the charter because this is a topic that is overlooked unless it is established and is a method to celebrate community diversity. Mr. Ward stated only Amherst and Framingham include this position in their respective charters.

There was some confusion as to the motion. Councilor Palomba clarified that he withdrew the communications officer request and that he would defer to Councilor Gannon's suggested wording. Councilor Piccirilli moved to adopt the following language in Section 3-2:

"3A) Appoint a Community Engagement Officer to increase participation in town government by residents. The Community Engagement Officer shall:

- Provide support to individuals interested in being involved in town government;
- Devise and implement strategies to enhance public engagement;
- Conduct community outreach efforts to increase participation by underrepresented residents in town government;
- Analyze data on resident engagement;
- Regularly submit reports to the town manager and town council; and
- Carry out other duties as designated by the town manager.

The motion was adopted 9-5 on a roll call vote. All members voted in the affirmative except for Council President Sideris, Councilors Donato and Kounelis, and Members Martin and Mello who voted in the negative.

Councilor Palomba moved to have the town manager provide a summary of expenditures and revenues on a quarterly basis. There was no second.

He then moved to have the town manager include in the budget the top budget priorities submitted annually by the town council; Member Ciro seconded the motion. Members understood the intent but felt the language was vague and unworkable. The town council does not set out priorities but offers guidelines in order to be flexible to unknown financial conditions such the current pandemic. Some guidelines take years to implement as evidenced by the reconstruction of the schools. Councilor Palomba withdrew his motion.

Member Oates offered language to address citizens' concerns relating to transparency, accountability, public engagement, and communication, often an indicator that government has not effectively modernized its operations. The purpose of the addition is to ensure the city has the infrastructure to support these concerns by providing a data structure.

“14B) In order to provide transparency, accountability, and the opportunity to comm expectations and results to the public, maintain a public-facing data and performance management initiative that periodically monitors, reports, and benchmarks progress on the implementation of the council’s strategic priorities key performance measures to benchmark the activities of the city as a whole and town departments, commissions and committees; and any other subject matter that, in the discretion of the manager, focuses on improving the efficiency and effectiveness of city services.

14C) Support council requests to provide additional performance management reporting on any subject matter not specifically enumerated in subsect B) of this section.

14D) Develop, maintain, and utilize data and performance management reporting infrastructure in order to meet the requirements of subsection) of this section and to monitor achievement of the city’s policy program objectives.

14E) Provide training and employee development specific to data and performance management and reporting.”

Members liked the approach because it developed a way to provide performance metrics. Data management, in key communicative cities, is the ability to define their performance and analyze their data. Government should not just be about addressing complaints; it should understand how to rectify the complaints with systemic operations. Data can assist in projecting what can get done in the city for the residents.

Although there was uncertainty as to whether this was more appropriate as an ordinance, many stated the need for it in the charter. It was good language, clear and specific, addressed major concerns, and was a call to excellence. It was stated that 14B) seemed to be the crux of the concept and that 14C) – 14E) were supportive administrative measures. Member Oates agreed with the comment. Member Fitzpatrick moved that the language of 14B) be adopted; Councilor Piccirilli seconded the motion. The motion was adopted unanimously on a roll call vote.

Article 1

The discussion reverted to Article 1. Councilor Palomba noted that some of the History of the charter is missing, it was amended in November 1991 and should be noted. Mr. Ward explained it was taken from the town website. Council President Sideris stated it would be updated.

Member Hecht moved to revise the wording of Section 1-3 to reflect the power of the legislative branch of town government over the administrative branch to read as follows:

“The fiscal, prudential and municipal affairs of Watertown, with the government thereof, shall be vested in ~~an administrative branch headed by a town manager~~ a legislative branch to consist of a town council and a legislative branch to consist of a town council ~~an administrative branch headed by a town manager~~. The legislative branch shall never exercise any administrative power and the administrative branch shall never exercise any legislative power.”; Councilor Piccirilli seconded the motion. The motion was adopted unanimously on a roll call vote.

Member Ciro stated there was a need for a definition of public communication or an updated definition of local newspaper because printed media is no longer the preferred method of communication. Councilor Gannon offered an updated definition of “Local Newspaper” to read as follows:

“g) Local Newspaper – The words “Local Newspaper shall mean a newspaper or electronic or other media of general circulation within Watertown, with either weekly or daily circulation. Any information required to be published in a local newspaper shall also be posted on the town website.”

Member Oates moved to accept the suggested definition of "Local Newspaper"; Councilor Palomba seconded the motion.

Concerns were raised that this definition might conflict with state statute; there was a reluctance to vote on a change with legal implications. Council President Sideris stated this matter would be considered during the town council vote after the proposed charter has been reviewed by the town attorney.

Section 3-2 (3A)

Councilor Feltner moved to add the following in 3-2 (3A)

"Appoint all members of multi-member bodies for whom no other method of appointment is provided by general laws, the charter, ordinance or town council resolution. Appointments made by the town manager to multi-member bodies shall be subject to confirmation of the town council a, as provided by ordinance."; Councilor Palomba seconded the motion.

Member Hecht explained the idea was to distinguish between the appointment of department heads and town employees (3-2(3)) and those being appointed to multi-member bodies (3-2 (3A)).

Based on the discussion the motion was expanded to strike the second sentence ~~"Appointments made by the town manager shall be subject to confirmation of the town council, as provided by ordinance."~~ And to revise the first sentence of said section to read:

"Appoint, and may remove, subject to the civil service law and any collective bargaining agreements as may be applicable, all department heads, all town officers, ~~subordinates~~ and employees for whom no other method of appointment is provided by the charter, by ordinance, by administrative code, or otherwise of town agencies under the direction and supervision of the town manager."

There was some discussion as to whether a town official included an elected official. Due to the lack of clarity relating to the motion as expanded, Councilor Feltner rescinded her motion with the intent that it would be taken up at the council meeting.

Article 4

A question was raised about Section 4-2 Library Trustees and as to whether they should be appointed or elected. Council President Sideris stated the trustees would like to continue to be elected and that there are five people running for the position. Based on this information, it was decided to make no changes to the language.

Article 5 - Budget

Councilor Palomba moved to include language providing for increased public involvement in the setting of the budget priorities:

"Following the report from the Town Council's Committee on Budget and Fiscal Oversight on the budget guidelines submitted by councilors, the town council shall hold a public meeting at which only the budget guidelines are to be prioritized by the town council shall be discussed."; Councilor Feltner seconded the motion.

He felt this would make the process more open without being laborious. Others felt that the community had the opportunity to participate at these meetings. The guidelines were the recommendations of a subcommittee to the council and any member was free to challenge the priorities at the time the guidelines are adopted. It was stated people do not participate because the publication is insufficient. Due to the concerns raised, Councilor Palomba withdrew his motion.

Discussion continued with members feeling that three people were creating the budget focus. It was again stated that this is a subcommittee recommendation that could be challenged by any member at town council meeting. Councilor Feltner stated it is too late at this point for input; she moved that the word "full" be inserted in sentence three so that it reads: "Subsequent to this meeting, the full town council shall meet to set policy goals with input from the town manager and the community."; Councilor Gannon seconded the motion.

A concern was raised this would substantially increase the number of meetings the full town council would need to determine the priorities. It was pointed out that there is no problem with the middle or end process of the budget meetings; it is the beginning that lacks focus.

Councilor Feltner moved to revise her motion to add a new sentence 3 to read: "The full town council shall hold a community meeting to discuss budget priority guidelines."; Councilor Palomba seconded the motion. It would be helpful for the town council to conduct a public meeting as a crucial first step in planning the budget at the start of the budget priorities. A concern was raised that there was nothing stopping a councilor from having a meeting to discuss this at meetings called on their own. A point was raised that this was not just a subcommittee making a recommendation; this was the budget - it defines how the community wishes to invest in itself.

The motion failed on a vote of 6 – 8; Councilors Bays, Feltner, Gannon, and Paloma and Members Ciro and Fitzpatrick voted in the affirmative; Council President Sideris, Councilors Donato, Kounelis, and Piccirilli and Members Hecht, Martin, Mello, and Oates voted in the negative.

Councilor Feltner mentioned the references of goals and guidelines should be clarified.

Councilor Palomba stated he wanted it on the record that he proposed two additional meetings to obtain public input: at the preliminary budget meeting and before the department budget meetings.

Councilor Feltner mentioned that Section 5-4, Budget Auditor, should be revised so that the same auditor is not used continuously. It was noted the council votes to solicit new proposals on a regular basis. There being no second, no further action was taken on the matter.

Article 6 – Administrative Organization

There were no changes suggested for this article.

Article 7 – Nominations, Elections, Initiative and Referendum

Councilor Gannon was concerned about the title of Section 7-3 Partisan Elections. The section relates to non-partisan elections and the title should reflect that concept.

Councilor Palomba moved to eliminate in Section 7-8 Citizen petitions to Council or School Committee, the words in sentence 2 the words "or, in either case, by a committee or a sub-committee thereof,"; Councilor Feltner seconded the motion.

Councilor Palomba stated if a citizen petition was referred, then it should be important enough to be dealt with by the full town council or school committee; it should not be relegated to a committee. Upon further reading, it was determined that a referral would not be made unless the council or the committee referred it. The motion was adopted unanimously on a roll call vote.

Member Ciro requested a clarification of the term “petition shall not be required to take any particular form” and if this precluded online petitions. Councilor Gannon stated it would not allow online petitions because the signatures of voters need to be verified.

A comment was added that a three-month response seemed like a long time to complete.

Mr. Ward noted the citation in this section of 8-11 (c) was incorrect and should be 7-11 (c).

Article 8 – General Provisions

Member Hecht stated Section 8-4 should be expanded to provide some common administrative procedures for Rules and Regulations which are quasi legislative acts. The current language is inadequate; it should be clarified who can issue rules and regulations and under what conditions. It provides for notification, a public comment period, change notices, and a waiver for emergencies. This would be the implementation of basic good government procedures for matters that directly affect residents. The language read:

“Town agencies other than the school department and the Watertown Free Public Library may adopt rules and regulations upon authorization by the town council. The town council shall authorize adoption of rules and regulations by ordinance or resolution.

Proposed rules and regulations, including amendments to existing rules and regulations, shall be transmitted to the town council and posted on the town website for a public comment period of not less than 14 days. Following the public comment period, the town agency shall transmit to the town council and post on the town website any revisions to the proposed rule or regulation or. Alternatively, a notice that it is not making any revisions. No rule or regulation shall become effective until at least five days following the date the town agency transmits and posts any revisions or a notice that it is not making any revisions.

If an emergency exists as determined by the town manager and communicated in writing to the town council, a town agency may adopt a rule or regulation without regard to the procedures or time periods in the preceding paragraph.”

If a board has the right to make rules and regulations under state statute, such as the Board of Health, state authority would supersede the charter.

Councilor Palomba moved to adopt the proposed language; Councilor Feltner seconded the motion. The motion was expanded in Sentence 2 of Paragraph 1 to state “Except as otherwise specified by state law, the town council shall authorize adoption of rules and regulations by ordinance or resolution.” so as to not create a conflict with state law. The motion as amended was adopted unanimously on a roll call vote.

There was a brief discussion of Section 8-5 requiring a review and recodification every ten years in those years ending in two. It seems that the last time this was completed was in 2006. Council President Sideris stated this is something that should probably be assigned to the Rules and Ordinances Committee for their review.

Councilor Palomba moved to add a sentence in Section 8-8 at the end of the section. “There shall be an appendix to this charter that includes all general laws that are referenced in the charter.” The purpose of this is to make it easy to locate such laws

rather than forcing the user to research the statute. There being no second, the item was not taken up.

Article 9 Transitional Provisions

Mr. Ward suggested not making changes to this section without a code review. Member Hecht stated that Section 9-6 should be removed as it creates confusion especially when it comes to appointments. He suggested that legal counsel review the matter and remove it if possible.

Section 2-9

Councilor Bays asked if the Committee had addressed the matter of filling vacancies. Mr. Ward presented suggested language for Section 2-9 that read:

“(a) Vacancies in the First 12 Months of the Council Term - If a vacancy shall occur in the office of council president, councilor-at-large or district councilor during the first twelve months of the term for which councilors are elected, the vacancy shall be filled by a special election to be held at least 60 days but not more than 120 days after ~~forthwith and no earlier than 64 days~~ from the date election is called; provided however, ~~that the town council may, by vote of not less than 6 councilors, instead appoint an eligible voter to fill the vacancy on the council~~ the town council may instead vote to fill vacancy from among the voters by appointment. Should the seat of a district councilor be vacant, the voter chosen to serve as councilor must be a resident of the district.

“(b) Vacancies I the Second 12 Months of the Council Term - If a vacancy shall occur in the office of council president, councilor-at-large or district councilor during the second twelve months of the term for which councilors are elected, ~~the council may, appointment by vote of not less than 6 councilors from among the voters; provided, however that if approved by a vote of not less than 6 councilors, vote to call~~ a special election to fill the vacancy at least 60 days but not more than 120 days after may instead by held forthwith on a date at least 64 days from the date the election is called, or the council may, by vote of not less than 6 councilors, appoint an eligible voter to fill the vacancy on the council. Should the seat of a district councilor be vacant, the voter chosen to serve as councilor must be a resident of the district.

Councilor Feltner suggested appointment should be completed within 60 days as an incentive to complete the process. There being no second, the matter was not considered.

Councilor Piccirilli moved to adopt the language as proposed; Councilor Bays seconded the motion. The motion was adopted on a vote of 13-0. All members voted in the affirmative, except for Member Hecht who was absent for the vote.

Councilor Palomba asked about a citizens’ petition “Improving Transparency and Accountability of the Watertown Police Department”. Mr. Ward had received the document; however, Council President Sideris stated that due to the lateness of the evening, the proposal would not get the proper consideration and asked if the matter could be taken up by the council. Councilor Palomba agreed.

5. Review and Make Edits to Final Report Text

Mr. Ward sent an outline of the report which would include 3 appendices: Charter Changes; List of ideas generated by the Committee but not taken up in the charter; and Items the Committee was unable to consider. He stated a draft would be sent out to members and requested that any comments be sent to him.

When asked if Committee would like to vote on the changes, Council President Sideris stated he would like the Committee to see the final version prior to receiving their

approval. The final report would then be forwarded to the Council for their review and prepared for the Attorney General's review. A special meeting of the Committee and Town Council would be needed. The Council would determine how to break out the questions for the ballot.

6. Communications Committee Update

Member Ciro reported the Committee met and discussed the best time to disseminate the information regarding the Charter to the voters - three weeks prior to the election was considered a good time. The Committee made recommended

- The Charter change information should be mailed to voters 3 weeks prior to the election as it was done for the previous Charter Review in 2010
- The Committee Report should be placed on the website for public viewing
- The Town should advertise the changes and the vote to residents using a multi-media approach as was done at the beginning of the Committee's deliberations

7. Adjournment

Council President Sideris offered his thanks to all who participated on the Committee and to those citizens who participated and offered suggestions. He felt that many improvements were being proposed to improve how the local government does business with its citizens.

Member Mello moved to adjourn the meeting; Councilor Piccirilli seconded the motion. The motion was adopted on a vote of 13-0. All members voted in the affirmative, except for Member Hecht who was absent for the vote. The meeting adjourned at 11:14 p.m.