

test.
ORLEANS TOWN CLERK
E. C. J. [Signature]
'22 JAN 27 8:57AM

CHARTER REVIEW COMMITTEE MEETING

Monday, January 31, 2022

Zoom Meeting Only

OR

Join Webinar via computer or mobile device <https://us02web.zoom.us/j/88943344571>

Call in via phone: (646) 558-8586

AGENDA

5:30 P.M.

1. Call to Order
2. Roll Call of Members/Select Board Liaison
3. Approval of Minutes:
 - a. Reapproval of Revised Minutes from Dec 20, 2021, if necessary
 - b. Reapproval of January 3, 2022 Minutes
 - c. Approval of January 24, 2022 Minutes
4. Public Comment - charterideas@town.orleans.ma.us
5. Ms Fallender/Ms Hubbard: Tracking Summary Sheets Update
Ms Lavin: Resource Page Update, Members approve input
6. Mr. Fuller:
 - a. Town Counsel's opinion on omnibus article to cover title changes throughout Charter
 - b. Update and rewording of Draft Articles for presentation to Town Counsel
 - c. Opinions on proposed articles from Town Counsel, if any
 - d. Changing title and responsibilities from Town Administrator to Town Manager
 - e. Prepare presentation for Public Hearing
 - f. Vote to request joint meeting with Select Board to present recommendations
7. Future Agenda Items:
 - a. Feb 7th: Make any further changes recommended by Town Counsel and continue preparations for the public hearing
 - b. Feb 11th: Zoom public hearing at 5:45 PM
 - c. Mar 2nd: Request joint meeting with Select Board to present warrant articles
8. Adjournment

DRAFT 4: FOR DISCUSSION AT OPEN MEETING ONLY - TOWN MANAGER

Under Chapter 3, Paragraph 4 - Administration

Note: Any place in the Charter that uses the term "Town Administrator" the title shall be changed to "Town Manager."

Under Chapter 3, Paragraph 5 - Powers in Intergovernmental Relations

3-5-2 In developing any intermunicipal agreement, the Board shall delegate the negotiation to the Town Manager, who shall carefully weigh all factors, including the cost of establishing, implementing and maintaining the agreement, the cost of liability insurance as well as the potential advantages of the proposed agreement. Any agreement shall clearly delineate the responsibilities of the several parties to such agreements. Any limitations to a proposed agreement shall be governed by Board policy.

3-5-3 Eliminate this Section.

3-5-4 Renumber this section to 3-5-3. The Town Manager shall normally represent the Town on regional and/or intermunicipal committees. When deemed necessary, the Town Manager shall designate, in writing, a Town employee or other person to represent the Town.

Under Chapter 3, Paragraph 8 - Specific Powers, Administrative Duties, and Responsibilities

3-8-1 Add after the last sentence: The Board may delegate to the Town Manager the power to issue licenses that they have designated to be of a short term nature.

3-9-1 Remove, " ... (c) a Town Accountant/Director of Municipal Finance."

Under Chapter 4, Paragraph 3 - Duties

4-3-1 The Town Manager shall be the Chief Executive Officer of the Town and shall be responsible for administering and coordinating all employees, activities and departments placed by General Law, Charter or By-law under the control of the Board or the Town Manager. The Town Manager shall implement the goals and policies of the Board.

Under Chapter 4, Paragraph 4 - Responsibilities for Appointments

4-4-1 The Town Manager shall appoint and, on the basis of merit and fitness alone, and, except as otherwise is provided by general law, Charter, or personnel By-laws, may suspend or remove: a Town Clerk; a Town Accountant; a Town Collector/Treasurer; a full-time professional Assessor who shall not be a member of the Board of Assessors; a Director of Planning and Community Development; a Conservation Agent who shall not be a member of the Conservation Commission; and a Director of Public Works and Natural Resources, all of whom need not be residents. The Town Manager may also appoint other positions, subject to the availability of funds.

Officer of the Town and be responsible for the supervision and coordination of the Town Accountant, Town Treasurer and Town Assessor.

Under Chapter 4, Paragraph 9 - **Removal**

4-9-6 In Line 1 after the words "affirmative vote" of at least four members of the Select Board In Line 4 after the word "least" four

Under Chapter 4, Paragraph 10 - **Filling Vacancy**

4-10-1 In Line 3 before the word "months" four