

**CHARTER REVIEW COMMITTEE**  
**REVISED MINUTES**  
January 31, 2022  
*Virtual meeting convened via Zoom  
and recorded  
with remote participation*

Date approved:  
2/7/22  
[Signature]

2022 FEB 15 8:45AM

The meeting of January 31, 2022 was called to order at 5:30 pm by Jon Fuller, Chair, via Zoom. Present by roll call were Mr. Fuller, Mark Berson, Patricia Fallender, Robin Hubbard, Gail Meyers Lavin and Maxine Minkoff. Walter North joined the meeting at 5:50 pm. Meff Runyon, Select Board Liaison, was not in attendance. **This was a virtual meeting convened and recorded with remote participation via Zoom.**

**It was moved by Patricia Fallender, seconded by Mark Berson, to approve the Minutes of January 24, 2022 unanimously by roll call – 7-0-0.**

**Public Comment:** No one was present.

**Tracking Sheets:** No report.

**Resource Page Update:** Gail Meyers Lavin said that she would like to put the file of the Draft Articles to consider for the Preliminary Public Hearing in the Resource Folder now that the Minutes of the last meeting had been approved, which included them. After discussion, it was agreed by consensus that she could proceed.

Members also discussed other ways the Hearing could be publicized, including Channel 18, on the Main Page of the Town website, in press releases on the Orleans pages of the Cape Cod Chronicle and the Cape Codder, and as an email blast from the Town. It was agreed that Patricia Fallender and Ms Lavin would send a release to both, noting the day, date and time of the Hearing, using similar text to that which Ms Fallender had done for the legal advertisement.

**Town Counsel's Opinion on Omnibus Article:** Mr Fuller said that he had spoken with Town Counsel and confirmed that it was possible to have an Article to make a name change from Town Administrator to Town Manager the same way the Town had done it for the change from Board of Selectmen to Select Board. Ms Lavin provided the May 2019 Town Meeting date when the Article was passed, and that it passed at the Ballot in June 2020. She pointed out that the lag time had to do with the eCode 360 process for updating, and that when people go to look at the Charter online, they are not seeing an up to date one. She said that the Town Clerk had sent the Charter updates in mid-December and had contacted the company but had heard nothing back and planned to follow up again.

**Changing Titles and Responsibilities from Town Administrator to Town Manager:** Mr Fuller said that Ms Fallender and Ms Lavin would be meeting with Town Counsel tomorrow. He asked why they had wanted to postpone the duties of the Town Manager until the Fall. Ms Lavin expressed concern that there might be too many Articles for this Town Meeting, and that although much of the work on the draft sections had been done, she felt that the Committee needed more time to put it all together. She said that there might be areas in the Charter where there was language regarding the approval of the Select Board for the Town Manager to act that might need to be changed. Ms Fallender stated that she thought it would be a good idea to do the omnibus article now since we have been advised that the person in that position can be called anything the Town wanted to call him or her. *(Mr North joined the meeting at 5:50 pm.)*

She pointed out that the Town Administrator change of name was Article O – and that she had drafted a rationale; so that if the Title were voted now, the Committee could review the duties discussed to date and flesh out all the parts for the Fall Town Meeting.

It was moved by Mark Berson, seconded by Robin Hubbard to adopt an omnibus name change which provided that where the words "Town Administrator" appeared it be changed forthwith to Town Manager, and it was voted unanimously by roll call 7-0-0.

**Prepare Presentation for Public Hearing:** Mr Fuller said that previous CRC Public Hearings had used Power Point presentations and asked who would be preparing a Power Point for Feb 11th, noting that it was going to be difficult because it was remote. Ms Fallender said that she had worked with Sarah Eaton on the Power Point for her Public Hearing, and they were able to adjust it to be used for the meeting with the Select Board too. She mentioned that Ms Lavin had started to do some preliminary Power Point work from her previous Charter work as well. She reminded members that she had sent her Power Point to the Committee some time ago – and thought that the old template could be used, cutting and pasting, and offered to try, adding that Ms Lavin had also offered to help. Ms Lavin said that Mia Baumgarden had explained to her last week that she can make the text as big as needed. Ms Fallender stated that the Power Point needed to be approved at the Feb 7<sup>th</sup>'s meeting, and that they would send it out as soon as possible before then. Ms Lavin explained how the previous Charter Hearings had printed handouts of the Draft Articles for people in the audience to use. It was noted that the legal advertisement had told people where copies of the Draft Articles would be available, and once the Power Point was approved, copies of the Draft Articles would need to be copied and distributed.

It was moved by Ms Lavin, seconded by Ms Minkoff for Mr Fuller to request a joint meeting with the Select Board on March 2nd, 2022 and voted unanimously by roll call – 7-0-0.

Ms Fallender recalled that her CRC did not all attend the review with the Select Board and noted that it was a presentation more than a joint meeting, since the Select Board will have had all the information ahead of time. Mr Fuller said that it was not a decision needing to be made at this time and can be reviewed on Feb 7<sup>th</sup>.

**Future Agenda Items:**

**Feb 7 – 5:30 pm** to Review Town Counsel's recommendations and draft Power Point

**Feb 11<sup>th</sup> - 5:45 pm** Public Hearing

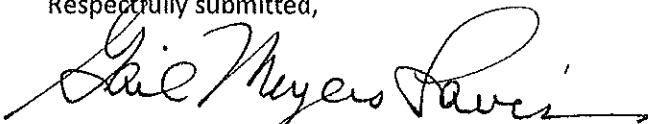
**Feb 14 – 5:45 pm** to go over what happened at the Public Hearing and if voted, make any changes.

**Mar 2 – WED. TBA – Select Board meeting**

Ms Fallender told members that she and Ms Lavin had been given one hour with Town Counsel at 9 am Feb. 1<sup>st</sup>, and that there were several other questions they had for him. Mr Fuller advised them to stay with the proposed Articles until the Hearing was over. She asked if the CRC should contact all those who came to its meetings to let them know that the Hearing is on Feb 11<sup>th</sup>? It was agreed by consensus, as was a suggestion to ask Molly Bates if the CRC could do an eBlast with the details of the Hearing.

A motion to adjourn was moved by Ms Lavin, seconded by Mr Berson and voted unanimously 7-0-0 by roll call at 6.10 pm.

Respectfully submitted,



Gail Meyers Lavin, Clerk

The next meeting will be held via Zoom at 5:30 pm on February 7, 2022.