

From: Lynn Bruneau [<mailto:lynn.bruneau2@gmail.com>]

Sent: Tuesday, November 23, 2021 3:38 PM

To: 'Jon Fuller' <jfuller184@hotmail.com>

Cc: 'Lynn Bruneau' <lynn.bruneau2@gmail.com>; 'Nicholas Athanassiou' <nathanassiou@me.com>; 'Kevin Galligan' <kgalligan@town.orleans.ma.us>

Subject: Finance Committee Charter Review Process and Recommendations

Jon -

Attached is “short” version of the Town Charter that includes the Finance Committee-recommended changes - focused primarily on Fin Comm-specific sections and topics. This “cover note” outlines our process in developing those recommendations. **Please let me know that you have received this material.**

Research/References

During its review process, a core team of Fin Comm members (several individuals, meeting infrequently and informally as a sub-quorum group) individually and/or collectively reviewed a number of documents including the following:

- Model City Charter, Eighth Edition (available on-line)
- Town of Brewster - Draft Charter (January 2021); Finance Committee website
- Town of Chatham - Home Rule Charter (adopted 1995, amended 2001)
- Town of Eastham - Charter (adopted 1999, amended 2020); Finance Committee website
- Town of Harwich - Charter (adopted 2006, subsequently amended); Finance Committee Strategic Plan
- Town of Provincetown - Charter Chapter 6. Finance
- Town of Wellfleet - Home Rule Charter (voted by Town Meeting 2018)
- MA General Laws, particularly those referenced directly or indirectly by the Orleans Charter (eg, Ch. 39 Section 16; Ch. 41, Sections 1 and 1B; Ch. 43B, Sections 10 and 11; Ch. 43C, Section 11; Ch. 45, Section 2; Ch. 44, Section 33B; Ch. 40, Section 6)
- Department of Revenue/Division of Local Services: “What is Home Rule?”
- Department of Revenue/Division of Local Services: “A Guide to Financial Management for Town Officials”
- MA Municipal Association - “Finance Committee Handbook”
- Town of Orleans - Charter Review Committee Suggestion Database 3/28/2007
- Town of Orleans - Charter Review Committee - 2007-8 Charter Review Committee Completion of Work and Final Recommendations (6/12/08 memo to Board of Selectmen with attachments)
- Town of Orleans - Charter Review Committee Final Report - Proposed Amendments to the Home Rule Charter - February 4, 2015

Overall Focus/Consensus

- Need to simplify the document by minimizing the amount/number of detailed processes, responsibilities, dates, etc. and move this detail to the Town By-laws or Policies. Don't keep something in the Charter now simply because it has been there since 1987 or 2007-8 or 2015. Take this opportunity to simplify/modernize. Make it easier to update going forward. Keep it lean and strategic.
- Don't codify text that might need to be changed within the Charter Review cycle (within the next 7 years or so).
- Still need to confirm/determine how to simplify Town Meeting by removing financial “housekeeping” (ie, small dollar Articles). Can this be done? What are accounting/governing rules? Unclear what levels of approval are needed and when to approve what financial transactions (eg, Charter 4-3-2(C)).

Review and Approval Process

- Proposed Fin Comm changes were initially presented to Finance Committee at the 10/21/21 Fin Comm meeting, with a focus on Chapter 8 - “Financial Provisions and Procedures”, but also a few other Fin Comm-related references in other Chapters. That discussion was captured on the video of that meeting and in the meeting minutes as well.

- The revised proposed changes were discussed at the Fin Comm meeting on 11/4/21 and minor edits were proposed. The Committee then voted on the revised document and the motion passed unanimously, 6-0. Again, the discussion was captured on the video of that meeting and in the meeting minutes.
- At the 11/18/21 Fin Comm meeting, one additional minor change was proposed, and accepted by all. It was agreed that the final document would be forwarded by Fin Comm Chairman Lynn Bruneau to CRC Chairman Jon Fuller for distribution to the rest of the Charter Review Committee, well before the 12/6/21 Fin Comm meeting w/ the CRC. It was also agreed that Ms. Bruneau and a few other Fin Comm members would attend the 12/6/21 CRC meeting in person, but there was no plan to commit to a quorum for that meeting. Others might participate via Zoom.

December 6, 2021 Fin Comm Meeting with the CRC

- For the December 6 meeting, it would be our plan to briefly review our “research” process - and then to go through the document as attached. We can provide as much discussion as you’d like for each of the proposed changes.
- Note that individual members of the Finance Committee have views on other Chapters and Sections of the Charter; however, we tried to keep the focus for this discussion on those sections impacting the Committee as a whole. Individual Committee members are of course welcome to submit ideas directly to the CRC, and/or to participate in the public hearing in February.

Call or write w/ any questions about any of this Jon. We anticipate that you would forward this “cover note” as well as the attachment to all the members of the Charter Review Committee before the 12/6/21 CRC meeting.

Have a good Thanksgiving holiday.

Lynn Bruneau / Finance Committee Chairman / 508-255-9231

From: jfuller184@comcast.net [<mailto:jfuller184@comcast.net>]

Sent: Wednesday, November 24, 2021 8:18 AM

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Subject: Finance Committee at Dec 6th CRC Meeting

Lynn,

Just a reminder that the Finance Committee is scheduled to meet with the Charter Review Committee on December 6th.

The discussion will be limited to items in Chapter 8 of the Charter. If there are any other comments that pertain to other areas of the Charter. Please bring them to public comment at future meetings or when those particular sections are being discussed.

Jon Fuller
Chairperson
Charter Review Committee