

Hopkinton Charter Commission  
Meeting Minutes – January 29, 2005

The meeting was called to order at 9 a.m. at the Hopkinton Fire Station  
Present: Doris Carver, Nancy Clark, Gary Daugherty, Marie Eldridge, Tom Irvin, Bruce Karlin, Bill McRobert and Mary Pratt.

Commissioners reviewed the charter template, from the preamble through Section 3. These sections include Incorporation, Existence and Authority and the Legislative Branch of town government.

Items that still need to be discussed and included in the charter:

- Appointments to be made by town manager
- How to fill vacancies in appointed and elected positions
- Department of Public Works – who should appoint the director, do we need an advisory committee
- Appointment vs. election of Cemetery Commission
- Size of town boards
- Potential Planning Department
- Eliminating or combining existing committees

Marie will check with Marilyn Contreas at the state to learn status of the Charter Commission after the 18-month deadline, and obtain clarification of terms general laws, General Laws and MGLA, and learn what if any requirements a charter can impose on the School Committee, especially regarding a timeline for providing the annual budget.

Bruce will check Roberts Rules of Orders for information regarding the rules of procedure for town meeting.

Tom Irvin presented a project plan timeline to the commission. According to the schedule, the commission would have to present a preliminary report by February 1 in order to get the charter question on the town election ballot in May 2005. Commissioners agreed to use the full 18-month schedule available to charter commissions, needing the time to complete research and product a viable document. The commission plans to present a preliminary report to the town in the spring of 2005, and a final report within the 18-month deadline. The charter question will then appear on the annual town election ballot in May 2006.

Wayne Davies of the Zoning Board of Appeals attended the meeting. He provided a copy of an article the ZBA hopes to present at the Annual Town Meeting. The article would provide for concurrent plan reviews by the ZBA, Planning Board and Conservation Commission to help ensure better coordination. The review would only take place if the applicant agrees. Davies provided this information in response to the Charter Commission's interest in exploring the need for a town Planning Department.

Meeting was adjourned at 3 p.m.

