

**Charter Commission  
Minutes of June 29, 2005 Meeting**

The meeting was called to order by Chairman Marie Eldridge at 7:05 p.m. in the second-floor conference room at the Hopkinton Fire station. Also present were Mary Pratt, Tom Irvin, Bill McRobert, Doris Carver, and Nancy Clark.

Tom Irvin reported that Town Clerk noted the recall petition language we recommended is appropriate and in sync with Mass. General law, so we should leave it in the charter. It reads: Shall the Town of Hopkinton vote for the recall of (name of officer) Yes or No.

Nancy reported that the Town Clerk agreed that we can develop specific language to add to the recall section and each petition (reminding residents that initiating a recall is serious business). There is a state form, but we can add to it or create our own.

7:15pm Beth Herlihy enters the meeting.

Tom made a motion to include Marie's recommended language regarding the seriousness of the recall as a mandatory header to a recall petition and to include it in Section 3-1 (f) (2) Recall Petition - after the sentence beginning "The town clerk shall..." The sentence will read: "The petition blanks shall contain the following heading:

The recall process is an important process with serious consequences for an individual and a community. Citizens should carefully consider these factors before deciding to initiate a recall."

Mary seconded the motion.

Motion passed unanimously.

7:20 Gary Daugherty enters the meeting.

Tom made a motion to change the wording in Section 3-1 (f) (6) to read "Shall the Town of Hopkinton recall "name of person to be recalled."

Yes

No

Doris seconded the motion.

Motion passes unanimously.

Marie stated that she met with two representatives from the Dept. of Revenue today. They have begun their review process of the town. She provided them with copies of all requested information regarding the charter. They expect to have their review completed by September and will send us their recommendations. Marie will be meeting with them again at her place of employment (Bose Corp, The Mountain, Framingham, MA) next Tuesday. If anyone wishes to attend the meeting please let Marie know. Note that their

review is not a financial audit and that the purpose is to look at procedures, processes and structure.

Mary made a motion to approve the 6/15 minutes.

Gary seconded the motion.

Motion passes unanimously with the exception of Nancy who did not attend and therefore abstained.

Review of feedback from Town's Financial Personnel:

Discuss of e-mail from Ted Kozak. Points raised were in regard to MGL not including a provision for the Finance Director to have a contract and also to request that the Town Manager have a Master's Degree. Commission agreed to make no changes to Charter. Charter currently proposes a contract for the Finance Director and does not require a Master's degree for the Town Manager.

E-mail from Heidi Kriger. It appears that most of Heidi's points are already included in the charter. There was some confusion regarding many of Heidi's suggestions. Marie will contact Heidi and request more clarification of her points.

**Action Item:** Mary will contact Mike Duffy the Chairman of the Capital Improvements Committee for feedback on the financial sections of the charter. She will also check to see if the Finance Director should be bonded.

Marie presented to the Commission comments made in a phone conversation with Stuart Cowart, Chairman of the Appropriations Committee. Most of Mr. Cowart's questions revolved around the new role that Appropriations will play given the changes that the Commission has proposed. He also had several questions regarding the timeline of the budget process. Marie read from the town's current bylaws the role of the Appropriations Committee. It is expected to serve as a "review board" and provides "checks and balances" to the budget process. The changes proposed in the Charter will help the Appropriations Committee to carry out its' intended purpose.

8:28 pm Gary Daugherty exits the meeting.

Motion by Bill to change wording in Section 6-4-11 to read "The board of selectmen, or their designee, shall present..."

Mary seconded the motion.

Motion passes unanimously.

**Action Item:** Mary to contact Maureen Dwinnell for feedback on the financial sections of the charter.

Marie stated that Marilyn Contreas suggested that we send a draft of the charter to our Town Counsel for legal review. Marie has submitted a request to the BOS to use 5 hours of legal counsel time for this purpose.

Marie has received from Geri Holland a list of print shop to possibly use to print copies of the preliminary draft of the charter.

**Action Item:** It was agreed that between now and our next scheduled meeting of July 13<sup>th</sup>, all members of the Charter Commission shall review the Charter in its entirety and submit revisions to Marie via e-mail. Please look for typos, inconsistencies, format issues, etc.

**Action Item:** Marie agreed to diagram the budget process that will include the key dates.

**Action Item:** Members should also review other town charters and be prepared to discuss ideas regarding the format and content of the Charter's Introduction and Table of Contents.

Also be prepared to approve minutes from the June 22<sup>nd</sup> and June 29<sup>th</sup> meetings.

Meeting adjourned at 9:10 pm.