

Town of Marshfield
Charter Review Committee Meeting
Thursday, February 4, 2016
7:00 P.M.
Marshfield Town Hall
870 Moraine Street, Marshfield
(Seth Ventress Auditorium)

PRESENT

Charter Review Committee:

Daniel Burke
Alyssa Reed
Bruce Spittler
William Bowers
Robert L. Marzelli (remote via telephone, due to geographical distance)
Donald Gibson
Scott Borstel
Jonathan Grabowski

Selectman Liaison: Steve Robbins

Town Counsel: Robert Galvin

Absent: Barbara Farnsworth

The meeting commenced at 7:05 p.m.

Announcements- Meeting being recorded by MCTV

Old Business

1. Section 43B question from Mr. Gibson

Mr. Galvin reviewed his research re: Mr. Gibson's question regarding re: Section 43B, Section 10 that was asked regarding the previous Marshfield Charter Committee and the ability to do their business and the scope of work. Atty. Galvin provided a written opinion that will be entered into the record. This opinion is attached to these minutes and is entered as

Attachment #1- Memo regarding Section 43B, Charter Review & Process to Change Charters

Based on Mr. Galvin's opinion, Mr. Gibson reaffirmed with Mr. Galvin and the committee the process of the process which will take place with the committee's

recommendations, beginning with the presentation of our recommendations to the Board of Selectmen, the BOS presenting an article containing their recommendations to the town meeting process, then through the legislature, then on to the Governor and finally back to a Town Election process. Mr. Gibson's review of the process is intended to point out that the committee does not have the power to change the charter, only to make recommendations to the Board of Selectmen.

Mr. Borstel asked if Board of Selectmen could change CRC recommendations to town meeting. Mr. Galvin answered yes. Ms. Reed asked if Selectmen can make additions to the CRC recommendations, prior to going to Town Meeting and Mr. Galvin answered yes.

Mr. Galvin referenced the Town of Wellesley Town Meeting charter review process. Said it took 9 nights at Town Meeting to ratify the recommendations of their charter review committee and Board of Selectmen.

2. Question clarifying material presented in packet at last meeting

Ms. Reed asked if CRC had 18 months to get their work done, since documents in the packet presented by Mr. Galvin at the last meeting of the CRC potentially indicated this. Mr. Galvin clarified this material, saying that time limit only applied to an elected Charter Review Commission.

3. Review of the necessary Committee trainings

Mr. Bowers reviewed the list of committee members and their status in terms of who has completed their required trainings regarding the Open Meeting Law, the state Ethics law and have been sworn in. It appears all are in compliance, Mr. Bowers will confirm all documentation necessary has been received by the Town Clerk.

Mr. Bowers announced that Steve Robbins, Vice Chair of the Board of Selectmen is present at the meeting and seated with the Committee. He has been appointed by the Board of Selectmen as Selectmen Liaison representative.

NEW BUSINESS

1. Review of Question #4

Mr. Bowers announced that the committee will review responses to Question 4

Mr. Gibson introduced to the committee two documents that he developed as a potential guideline to our work and would give structure to the work the committee will do. Mr. Gibson reviewed each of these documents in detail with the committee. These documents are attached and marked as follows:

Attachment #2- Overview- Review and Revision of Town Charter

Attachment #3- Subcommittee Suggestions

Following a review of the document marked #2, review and revision of the Town Charter, the committee reviewed the document marked Subcommittee Suggestion.

The committee members expressed appreciation for the extensive work and preparation by Mr. Gibson. The document outlines five potential subcommittees, lists the participants necessary to make each committee effective and the key issues to be addressed.

The committee then asked a number of questions and discussion ensued as to how the subcommittees would and could work. These include:

- subcommittees can be no more than 3
- Mr. Marzelli clarified that this will mean sub-committee meetings would need to meet on weeks other than regular meetings, might meet in place of a regularly scheduled full committee meeting.
- Mr. Bowers asked if sub-committees have to follow Open Meeting law, post meetings etc. Mr. Galvin confirmed this.
- All sub-committees must post meetings, post agendas, keep minutes. All information must be handled through the Town Clerk.
- Discussion ensued regarding how would the committee organize these Sub-committees and the fact that at least a couple of committees members would need to serve on two committees
- Mr. Burke asked if we should discuss some consolidation of the committees potentially to three so that the 9 members would be divided amongst three committees. However, this could be challenging given the scope of work overall that is outlined.

The other committee members then were asked to comment if they had any topics on their Question 4 responses that were not listed in Mr. Gibson's documents.

Mr. Grabowski mentioned several ideas:

- the possibility of a HR person for the town of Marshfield
- can we look at systems of improving the speed of business in town hall
- increase overall transparency of Town Hall

Mr. Borstel asked for clarification of certain items

- Does Mr. Gibson's outline indicate that the sub-committee for Question #1 will handle anything to do with Town Meeting?
- Where does review of the role Town Manager, Town Administrator, type of town meeting, Mayor etc fall?
- Commented that he would like to see an emphasis put community input early, to help guide how we as a committee do business, how can we increase input from the various roles of Town government, etc.

Mr. Bowers agreed with points of Mr. Borstel. Felt that much of what Mr. Borstel mentioned falls under Subcommittee C. Mr. Bowers commented that the public input

sub-committee (Committee E on Mr. Gibson's document) can seek input as a part of this. Mr. Borstel commented again that he felt the committee needs to get input from community at the forefront of the work by the committee.

Mr. Spitler commented that possibly the full board could serve as the Community Input committee, that we start with this as our first primary area of work rather than do that through a subcommittee.

Mr. Gibson talked about using as a blueprint the process used by the Marshfield School Building Committee to seek input. This included surveys, use of social media and numerous town forums.

Mr. Spitler talked about the challenges of getting input, how we would get people to respond to the CRC questions.

Mr. Borstel discussed having a quantitative, non-directional survey, then utilizing focus groups to conduct a qualitative survey. Focus groups could include town employees, town leadership, town residents who might be interested regarding the town charter. Discussion amongst several members ensued saying that thought it was important to develop a role for input from all levels of town employees, through potentially more extensive surveys, to the focus groups through having key employees and board members appear with the committee.

Ms. Reed discussed the idea of having three research sub-committees designed to address Overall Sub-committee E- split the work between items such as design and implementation of surveys, the focus groups and interviews and examinations of other towns..

Mr. Galvin commented that the town of Falmouth followed a very similar process. Did an online survey. Falmouth sought community input in a variety of means. Mr. Galvin reviewed the town of Falmouth charter review process. He felt that the Falmouth Survey was very applicable in Marshfield. He said it was simple, only one page and very effective. Several members looked at the Falmouth survey online during the meeting and agreed with Mr. Galvin's thoughts that this type of survey-short, direct and online appeared to be very effective.

Town of Falmouth did a considerable amount of input in their process. Utilized the input to help construct a timetable for the work of the committee- order of the work to be done, timeframe for accomplishment. All of Falmouth's work is available online. The committee discussed that we could utilize a online tool such as Survey Monkey to accomplish this but would also need to develop surveys such as paper surveys for people who do not have access to an online survey or do not like that type of survey. Mr. Burke commented that we will need a Survey Monkey membership. Mr. Borstel mentioned that town of Marshfield has several memberships.

Mr. Borstel suggested adopting Mr. Spitler's idea and dropping the fifth sub-committee on Mr. Gibson's proposal and making that the focus of the group for next 6-8 weeks.

Mr. Spitler commented that he likes Mr. Gibson's organization, talked about the fact that responses to a survey could answer more than one area of our town charter review. Mr. Borstel reviewed the reasons for having a process that starts with a quantitative survey and input then move to a qualitative survey process such as focus groups. It was agreed that Mr. Borstel will do a review of the process for this type of collection of data and potential process as a part of the next meeting and that this will go on the agenda for the next meeting. Mr. Marzelli commented regarding the proposed process- talked about focusing on identifying the issues and problems before tackling the specifics of the charter. He felt that this process of starting with surveys and this type of data collection would help accomplish this.

Mr. Bowers asked Mr. Galvin to send the Internet link to the town of Falmouth website reviewing the Town Charter to all committee members. This link will be published in the minutes. Mr. Bowers commented regarding how to plan our process. The committee then discussed for some time how to develop a draft survey for review at the next meeting. Mr. Galvin volunteered to do a draft of a survey to present at the next meeting, based on the Falmouth survey.

2. Committee budget

Mr. Gibson mentioned the need for a budget for our committee. He discussed items such as a recording secretary, potential costs of assessing other town's organizational structures, costs for items such as photocopying. Mr. Bowers referenced the need for budget, discussed how it was listed in the agenda. Mr. Gibson referenced a motion he would be introducing later in the meeting to amend the minutes from the previous meeting, an amendment that referenced discussion at the first meeting regarding the need for a budget.

Mr. Borstel raised the issue specifically of a recording secretary, given the amount of work that will be done by the committee and subcommittees and the importance of proper documentation, proper public notice given for all committees. Mr. Bowers asked Mr. Robbins if we would have access to a town-recording secretary. Mr. Robbins asked what would the scope of work be- Mr. Borstel commented that it would be approximately 2 meetings per month, plus writing of minutes etc. Talked about the potential of a secretary handling committee minutes, posting meeting minutes, meeting agendas.

The committee discussed how to go about approving financial spending in this fiscal year. Mr. Galvin recommended that the Committee request of the Board of Selectman for a recording secretary for a certain estimated hours per month.

Mr. Marzelli asked, what happens if we exceed more than the number of hours per month. Discussion ensued regarding estimating the number of hours that would be necessary for a recording secretary.

Motion #1 : Mr. Borstel made motion that we ask Selectmen to fund a position for this committee and to seek a sum of money at the upcoming town meeting for the future support of the committee and expenses of committee. Bob Marzelli seconded it.

Committee member B. Farnsworth is not at the meeting, so the Chair designated Jonathan Grabowski as voting alternate for this motion. All committee members voted in the affirmative in a roll call vote.

Bowers – yea

Marzelli- yea (via phone)

Gibson-yea

Borstel-yea

Grabowski-yea

Spitler-yea

Burke-yea

Ms. Reed is an alternate member, abstained from voting on this question.

Next Agenda

The committee then discussed a list of items that would entail the agenda for the next meeting.

Mr. Borstel offered to develop a quantitative and qualitative draft of information. It was discussed that Mr. Borstel will do a presentation of this type of data collection and how this particular survey process will work.

Mr. Galvin offered again to work on modifying the Falmouth survey, to begin to modify it as a draft for the committee for next week. Discussion took place with all committee members about how we can utilize a number of the subcommittee areas listed in Mr. Gibson's subcommittee suggestions list to help guide the survey, to utilize this for the information gathering.

Ms. Reed asked if we should develop a larger more in-depth survey for people in town government, municipal boards etc. There was discussion about how to go about this, how would we develop this more in-depth survey. Mr. Borstel stated that he thought surveys and meetings with town employees or other specific interest groups would be part of the qualitative part of the survey and he would identify how this would work in his presentation next week.

Mr. Spitler proposed reviewing how to distribute survey, how to inform people of survey. Will need to review social media input for committee with town IT policy, town administrator. Will need to review with town IT person how to do this survey, post on town website. Discussed how to utilize social media to distribute survey- for committee members are not to respond to survey. Mr. Galvin said it would be reasonable to ask the Mariner, Patriot Ledger and Globe to do spotlight article on survey. Discussed role of press release. Mr. Borstel asked Mr. Galvin to review town social media policy at the next meeting- Agenda item

The committee then discussed how to utilize contacts from other towns to assist the committee with gathering information for their work **Mr. Galvin presented a memorandum to the Charter Review Committee- marked Attachment #4**, outlining contacts in six other towns which are currently undergoing or have undergone a charter review process. The committee discussed how to go about establishing these contacts. Mr. Spitler suggested we take these lists, divide the contacts amongst three of us and reach out to these people and ask several questions. These questions will include:

- was your committee appointed or elected
- did you have a budget for your committee and if so, what was this budget
- what types of costs were included in your budget
- what type of methods did you use to gather public input, town employee input and was this successful
- would they be willing to either meet with our committee members or conference call with them to assist in our gathering of information

Mr. Spitler, Mr. Bowers and Mr. Burke offered to make these contacts.

Acceptance of Jan. 21, 2016 Meeting Minutes-

Overall the minutes were acceptable except for one specific section of the minutes. Mr. Gibson submitted and reviewed a proposed amendment to the minute, specific to discussion that took place regarding a request by the Committee of Mr. McDonough, Chair of the Board of Selectmen, who was the Selectmen Liaison for the first meeting. The amendment was reviewed by the committee. **The amendment is Attachment #5 and will be included in the official minutes of the January 21, 2016 minutes**

Motion #2 -A motion to accept the minutes as presented, with the proposed amendment was made by Mr. Marzelli and seconded by Mr. Borstel. A Roll call vote was taken by the committee. Mr. Bowers designated Ms. Reed as the alternate voting on this item:

Bowers – yea

Marzelli- yea (via phone)

Gibson-yea

Borstel-yea

Reed-yea

Spitler-yea

Burke-yea

Mr. Grabowski abstained from voting as the alternate.
The committee reviewed the upcoming meeting schedule and the location of the meeting.
The schedule for meetings is as follows

2.11.16- Seth Ventress Auditorium @ 7:00 p.m.
2.25.16- Marshfield High School Library @ 7:00 p.m.
3.10.16- Marshfield High School Library @ 7:00 p.m.
3.24.16- Marshfield High School Library @ 7:00 p.m.
4.7.16- Seth Ventress Auditorium @ 7:00 p.m.
4.14.16- Seth Ventress Auditorium @ 7:00 p.m.
4.28.16- Seth Ventress Auditorium @ 7:00 p.m.
5.5.16- Marshfield High School Library @ 7:00 p.m.
5.19.16- Marshfield High School Library @ 7:00 p.m.
6.2.16 Seth Ventress Auditorium @ 7:00 p.m.
6.16.16- Seth Ventress Auditorium @ 7:00 p.m.

Motion #3- Mr. Bowers made a motion to adjourn the Meeting, the motion was seconded by Mr. Marzelli and a Roll Call vote was taken. Mr. Bowers designated Mr. Grabowski as the voting alternate for this motion. The meeting was adjourned at 9:05 p.m.

Bowers – yea
Marzelli- yea (via phone)
Gibson-yea
Borstel-yea
Grabowski-yea
Spitler-yea
Burke-yea

Ms. Reed is an alternate member, abstained from voting on this question.

Note: These minutes were officially accepted at the 2.11.16 meeting of the Charter Review committee. The official vote will be reflected in the minutes of 2.11.16.