**CHARTER REVIEW COMMITTEE OVERVIEW**

**A. Creation of the Charter Review Committee**

\*In the 2015 Annual Town Meeting (ATM), a resolution was passed authorizing the Board of Selectmen (BOS) to review the town charter and to create a charter review committee for that purpose.

\*The BOS conducted two public forums over the summer seeking public input as to whether to create an appointed or elected Charter Review Committee (CRC). After discussing how best to proceed, the BOS voted in September 2015 to create an appointed CRC.

\*Persons who were interested in serving on a CRC were invited to complete an application and to submit their names to the BOS. From these applicants, the BOS selected eleven persons who were interviewed in December 2015.

\*In January 2016, from the eleven persons interviewed, seven members and two alternates were chosen as the CRC: (1) Bill Bowers (Chairperson); (2) Don Gibson (Vice Chairperson); (3) Dan Burke (Clerk); (4) Barbara Farnsworth; (5) Bruce Spitler; (6) Scott Borstel; (7) Bob Marzelli; (8) Jonathan Grabowski (Alternate); and (9) Alyssa McNamara Reed (Alternate).

\*The BOS provided the CRC with a mission statement (See Exhibit A attached hereto), but emphasized that the CRC was free to examine the entire structure of town government as set forth in the charter and to make recommendations as to how town government could be altered or reorganized to make it more efficient and responsive to the citizens of Marshfield.

**B. The Committee Goes To Work And Seeks Information From A Variety Of Sources**

\*One of the first methods the CRC utilized to obtain public input was a survey to which over three hundred people eventually responded. Most comments received concerned the first five articles of the charter: Article 1 – Incorporation: Form of Government: Powers; Article 2 – Town Meeting; Article 3 – Elected Officials; Article 4 – Appointed Officials; and Article 5 – Finances and Fiscal Procedures. The following themes emerged: (i) centralize town government with stronger leadership and authority; (ii) improve the process of town meeting; (iii) explore reducing the number of elected boards, including the board of public works, and expanding the BOS from three to five members; (iv) explore the advantages/disadvantages of strong town administrator vs. town manager; and (v) explore the need for a finance director with authority over a financial team.

\*Invitations to appear before the CRC were then extended to the various town boards, committees, departments, and other groups, who were asked to contribute their input. (See Exhibit B attached hereto.)

\*Town charters and organizational charts of other Massachusetts communities were studied. (See Exhibit B attached hereto).

\*Comments were solicited from officials and representatives of other towns. (See Exhibit B attached hereto).

\*Previous studies and reports regarding Marshfield town government were considered and studied. (See Exhibit B attached hereto). Among these were (1) The Management Assessment of the Public Works Department of The Edward J. Collins, Jr. Center For Public Management of the University of Massachusetts – Boston [The Collins Report]; (2) the December 2012 Town of Marshfield Financial Management Review of the Mass Dept. of Revenue; (3) a Mass Municipal Ass’n Article by Mark Morse, President of MMA Consulting Group, discussing the growth of professional town management and administrative positions; and (4) the November 2013 Marshfield Assessment Results of the Dukakis Center for Urban & Regional Policy at Northeastern University.

**C. Overview Of Recommended Charter Changes**

\*Numerous changes to the existing town charter are recommended by the CRC, ranging from minor changes involving formatting to much more substantive organizational changes. The overall thrust of the recommended substantive changes can best be appreciated by comparing an organizational chart of presently existing town government (See Exhibit C attached) to the new organizational structure recommended by the CRC (See Exhibit D attached).

\*Article 1: INCORPORATION, FORM OF GOVERNMENT, POWERS

 [No substantive changes.]

\*Article 2: TOWN MEETING

[Open Town Meeting (TM) is preserved. This article does require that the TM warrant and notice of opening and closing of the warrant be posted on the town’s website and harmonizes the date by which the warrant is closed with the date that the budget must be submitted by the BOS to the advisory board.]

\*Article 3: ELECTED OFFICIALS

[The only elected town officials will now be the (1) BOS, (2) planning board, (3) trustees of veterans memorial, (4) school committee, (5) town moderator, (6) the housing authority, and (7) board of health. The town clerk and the board of assessors become appointed positions. There will no longer be an elected or appointed board of public works, although the department of public works will remain intact and will continue to exist. The BOS is expanded from three to five members. Language is added describing the duties, responsibilities, and authority of the BOS, including appointment authority. BOS shall appoint a town manager over whom it will exercise general supervision. BOS shall have the power to timely reject the appointments and removals made by the town manager. The BOS may terminate the town manager’s employment.]

\*Article 4: APPOINTED TOWN OFFICIALS, BOARDS, COMMISSIONS, AND COMMITTEES

[This article creates the new position of town manager, who will be the chief administrative officer of the town. The term of office, qualifications, authority, duties, and responsibilities of town manager are set forth. The town manager shall not have served in an elected office within the town for at least twelve months prior to his or her appointment. The town manager need not be a resident of Marshfield or a resident of Massachusetts. After consulting with the appropriate elected and appointed board, committee, commission or officials, the town manager shall appoint and remove all department heads and town employees, except those of the school department. The BOS does have, however, a fourteen day period in which to approve or disapprove any such appointments. The town manager will appoint/remove the town planner and the health agent after consulting with the planning board and the board of health. The town manager is responsible for the day-to-day supervision of all town departments, except the school department. The town manager may reorganize, consolidate, establish or abolish any department or position under his/her direction or supervision with the approval of the BOS and transfer its unexpended funds with the approval of the BOS and the advisory board. The town manager is the chief procurement officer for the town.]

[This article changes the board of assessors from an elected to an appointed board.]

[This article changes the town clerk from an elected to an appointed position.]

[This article changes the manner in which members of the advisory board are nominated and chosen. A committee consisting of the town moderator, who will serve as chair, a member of the BOS, and a member of the advisory board will nominate and appoint each new member of the advisory board.]

[This article creates the position of finance director, who is responsible for overseeing and coordinating the town’s financial activities. The finance director shall be appointed by the town manager with the approval of the BOS and shall report to the town manager. The finance director will supervise the town accountant, the treasurer/collector, and the town assessor, and may serve simultaneously in one of those positions.]

\*Article 5: FINANCES AND FISCAL PROCEDURES

[This article changes the time period for consideration of capital projects of an emergency nature at a special town meeting. The town manager is responsible for preparing the summary of the budget and capital improvements.]

\*Article 6: GENERAL ORGANIZATION

 [No substantive changes.]

\*Article 7: PROCEDURES

[This article changes the language so that all multiple member board meetings and their agendas shall be conducted and posted in accordance with the Open Meeting Law.]

\*Article 8: RECALL AND REMOVAL

 [No substantive changes.]

\*Article 9: GENERAL PROVISIONS

[This article provides that the charter must be reviewed at least once in every ten year period after the effective date of the new charter.]

\*Article 10: TRANSITION PROVISION

 [No substantive changes.]