Town Charter Committee
December 12, 2024

Committee met in HYBRID session at 6:30 p.m. at Abbot Hall, 188 Washington Street

The Chair called the meeting of December 12, 2024, to order.
The following committee members were present constituting a quorum:

Amy Drinker, Chair	Seamus Hourihan
	Sean Casey
Jim Zisson	Caleb Miller, remote
Ron Grenier	Tom Massaro
Bill Conly	Victor Wild
Amy Danforth	Thatcher W. Kezer III, Town Administrator, staff support

Caleb Miller is attending this meeting remotely. Rosanna Ferrante is absent. The Chair announced that the meeting is utilizing a webinar platform and anyone wishing to speak at public comment should raise their hand to be acknowledged by the Chair.

Minutes. Motion made and seconded to approve the minutes of November 14, 2024. Moved by Victor Wild, seconded by Tom Massaro. On a roll call vote the Committee voted as follows: Casey, in favor; Conly, in favor; Danforth, in favor; Grenier, in favor; Hourihan, in favor; Massaro, in favor; Miller, in favor; Wild, in favor; Zisson, in favor; Drinker, in favor.

Boards/Commission/Committees. The following Departments/Boards/Commissions joined the Charter Committee for discussion and the opportunity to answer questions from the Committee regarding the current structure of their Department, Board or Commission, delivery of services, budget process and to allow for the opportunity to discuss any suggestions.

Town Clerk. Robin Michaud, Town Clerk, joined the Charter Committee in discussion. The Clerk is an elected position. Ms. Michaud reviewed Election and Registration processes and answered questions from the Committee.

School Committee. Jennifer Schaeffner, School Committee member, joined the Committee in discussion. While the School Committee is governed by State Regulations Ms. Schaeffner stated that the School Committee has an excellent relationship with the Finance Director, Finance Committee and Town Administrator.

Housing Authority. Jennifer Schaeffner and Terri Tauro, members of the Housing Authority joined the Committee in discussion. The Housing Authority is governed by Mass General Law and Ms. Schaeffner and Ms. Tauro stated that whenever possible the Housing Authority and the Town will coordinate support for each other.

The Committee discussed the various housing committees appointed by the Select Board and agreed to take a closer look at what the specific functions of these committees are.

Housekeeping items. Town Administrator is working on schedule Department Heads for future Charter Committee Meeting.
Future Meetings for Charter Committee:
January 9, 2025, start date of 6:00 p.m.
January 23, 2025, start date of 6:00 p.m. This meeting is in addition to the regular meeting dates.
January 28, 2025, start date of 6:30 p.m.

Further discussion was had on the various housing committees; Fair Housing Committee, Affordable Housing Trust Fund and Housing Production Plan Implementation Committee, and the Charter Committee agreed to ask a representative(s) from these committees to a future meeting to better understand their roles.

Charter Language Review. The Committee reviewed a draft outline of the Charter prepared by Sean Casey. Minor edits were made for consistency. Sean will continue to draft Charter Language. The Committee hopes to be ready to post draft Charter language to the website towards the end of January for residents to view and comment on at future public forums the Committee will be holding.

Public Comment. None. The Board discussed placement of public comment on the agenda.

Next Meeting Date. January 9, 2025, 6:00 p.m.

Motion made and seconded to adjourn at 8:35 p.m. Moved by Conly, seconded by Grenier. On a polled vote the Committee voted as follows: Casey, in favor; Conly, in favor; Danforth, in favor; Grenier, in favor; Hourihan, in favor; Massaro, in favor; Miller, in favor; Wild, in favor; Zisson, in favor; Drinker, in favor; Kezer, in favor.

Kyle A. Wiley

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Administrative Clerk

List of documents used: Marblehead Town Charter Outline, Version 2.0/update on draft charter language development /