

## **Town Charter Committee June 13, 2024**



Board met in HYBRID session at 6:30 p.m. at Abbot Hall, 188 Washington Street  
The following Board members were present constituting a quorum:

Amy Drinker, Chair	Seamus Hourihan
Rossana Ferrante, Vice Chair	Sean Casey
Jim Zisson	Amy Danforth
Ron Grenier	Caleb Miller
Bill Conly	Victor Wild
Thomas Massaro	Thatcher W. Kezer III, Staff Support

Mel Kleckner, Edward J. Collins Jr. Center for Public Management  
Karen Canfield, Edward J. Collins Jr. Center for Public Management (remote)

The Chair called the meeting of June 13, 2024 to order.

The newly formed Town Charter Committee was established to review and potentially revise Marblehead's government structure. The Chair stated that the Town Charter Committee is listed on the town's website under Boards and Committees. The Committee will meet regularly on the 2<sup>nd</sup> Thursday and 4<sup>th</sup> Tuesday of the month at 6:30 p.m. in hybrid session at Abbot Hall, 188 Washington Street.

### **Member Introductions**

Committee members have had the opportunity to read each other's CV's, which will be posted to the website as well. For introductions, the Chair asked that members introduce themselves and answer the following questions: "Why do you live in Marblehead and What is significant to you about creating a Town Charter"? The committee, comprised of various stakeholders, discussed their roles, the need for a more modern and efficient government, and the importance of community engagement and transparency.

### **Collins Center Presentation**

Mel Kleckner and Karen Canfield, Collins Center, made a presentation to the Committee on Charters and Charter Processes. The Collins Center will assist the committee in drafting the charter. The goal of the charter is to define the structure and processes for the town's governing bodies. The Charter Committee, with guidance from the Collins Center, will research the town's current operations, study best practices from other communities, and engage stakeholders to develop recommendations over the next 12-18 months. Once complete, the recommended charter will be presented to the Select Board and then Town Meeting for approval. It was emphasized the importance of examining the town's current power distribution among different committees and departments and proposed using a tool or an example from another town as a starting point for this examination. The Collins Center committed to compiling critical documents that are fundamental to the town's processes and making them available to everyone. The Collins Center will provide templates and draft documents to the Committee ahead of their next meeting for review and discussion.

**Materials for Charter Committee to review.**

The Town Administrator made a draft presentation of the current Town organization chart and stated that a library will be created with all documents currently in existence to assist the committee in the Charter process, i.e. Annual Town Reports, Town Bylaws, Budgets.

**Housekeeping items**

The Chair emphasized the importance of having all relevant documents and adhering to time management in committee meetings, while encouraging community participation and open communication as well as the use of Robert's Rules as a framework for meetings and the need to follow Open Meeting Laws. Committee members will receive all necessary information in advance of posted meetings for review.

**Public Comment**

Will Dowd, Marblehead Current commented on clarification of the Charter process:  
Charter Committee brings proposed Charter to the Select Board / Select Board sends to Town Meeting / Town Meeting sends to the State and then back to the Town for ratification by vote at town elections.

Next Meeting will be held on June 25, 2024 at 6:30 p.m.

Other business: None

The meeting was adjourned by the Chair at 8:30 p.m.



Kyle A. Wiley  
Administrative Clerk

List of documents used:  
None