

**Town of Scituate  
Charter Review Committee  
June 14, 2021  
Minutes**

Meeting called to order 5:43 pm.

Attending: Karen Canfield, Marla Minier, Andreas Vietor, Raymond Voelker

Agenda approved.

Karen reported the appointment of Bret Bilyou as the Charter Review Committee intern for the summer. Mr. Bilyou is preparing the minutes for the past three months for committee review. He will then assist in the first red-line draft preparation and any needed research.

**Article 4: Section 4.2. Continued discussion**

Committee agreed that the priority in defining how to hire or remove the town administrator should be to ensure transparency in the process. Further agreed that much of the particulars of these processes should be defined in the bylaws, not the charter. **Committee agreed the charter should require 1) a super majority of the select board to approve the hiring of a TA, 2) language should be included which states the method of hiring/removal shall be laid out in the bylaws, and 3) TA's contract must be consistent with charter and bylaws and, if not, the charter and bylaws supersede the contract.**

**Committee agreed that a new section should be added concerning the removal of the TA.** Committee to refer to Swampscott and Longmeadow for language. This section should mirror the steps discussed above.

**Article 5: Administrative Organization**

**Revise 5-1: Creation of Departments,...  
Under (b) change "may" to "shall"**

Committee agreed that a **section should be added titled Emergency Response. Further proposed this text: "The Select Board shall review all emergency response plans prepared by town departments on a bi-annual basis. Such documents shall be considered in executive session and not made public if the release of the documents compromises public safety."**

**Revise 5-6 Public Building Maintenance: delete second sentence. Change third sentence by deleting "may" in the fifth line and replacing with "shall meet annually".**

Next Charter Review Committee will be in July, pending confirmation of date among membership.

Meeting adjourned at 6:54pm.

Respectfully submitted,  
Karen Canfield