



CHARTER TRANSITION COMMITTEE

Town of North Attleborough, Massachusetts

43 South Washington Street, North Attleborough, Massachusetts

*Donald M. Bates – chair, Deborah G. Kohl, Esq., Anthony S. Rinaldi, Jr.,
Mitchell E. MacDonald, Christopher L. Sweet – clerk*

Meeting Minutes

Monday July 29, 2019 6:00pm

North Attleborough Police Facility

- I. Call to Order & Attendance**
 - a. The meeting began with the Pledge of Allegiance
 - b. Chris Sweet joined the meeting at 6:10pm
- II. Motion – Don Bates to be acting chair of today’s meeting**
 - a. Mitch MacDonald, second Deb Kohl
 - b. Approved 4-0
- III. Motion – Don Bates to be chair of Charter Transition Committee**
 - a. Tony Rinaldi, second Mitch MacDonald
 - b. Approved 4-0
- IV. Motion – Chris Sweet to be clerk of Charter Transition Committee**
 - a. Mitch MacDonald, second Deb Kohl
 - b. Approved 4-0
- V. Discussion – Redefine the role of the Charter Transition Committee (CTC)**
 - a. Ensure the Town Council (TC) adheres to the Charter
 - i. Noticed public comment/participation issues with on-agenda and off-agenda topics/items
 - b. Take on an advisory role for the TC and their sub-committees as time and attendance of CTC members allows
 - c. There may be substantive issues for the TC that requires legal guidance/opinion
 - i. Who asks and who pays? TC and Town Manager (TM)
 - ii. CTC role is to point out legal opinion is warranted for those issues that appear to require it
 - iii. Communicate equally with both “branches” – executive (TM) and legislative (TC)
 - iv. CTC members must not respond as individuals – must be a CTC response
 - v. Document questions/issues and responses in a “notebook” for historical reference

- VI. Motion – Questions and issues (related to Charter) from TC, TM, and CTC to be forwarded to CTC chair for CTC to discuss, render an opinion, or ask for a referral to legal counsel AND to maintain a “notebook” of same**
 - a. Mitch MacDonald, second Chris Sweet
 - b. Approved 5-0
- VII. Discussion – Public Comment Issue for TC Rules Ad-hoc Subcommittee**
 - a. See section 8-2 Public Participation of Charter
 - b. Agenda Item requires vote of the TC to permit public comment
 - c. Non-agenda public comment permitted without vote of TC
 - d. TC needs to create formal rules around public comment/participation
 - e. CTC to draft an opinion
- VIII. Motion – CTC to prepare guidance for TC on rule(s) creation for public participation for agenda and non-agenda items**
 - a. Tony Rinaldi, second Mitch MacDonald
 - b. Approved 5-0
- IX. Motion – CTC to adopt Town’s Remote Meeting Access policy**
 - a. Mitch MacDonald, second Deb Kohl
 - b. Approved 5-0
- X. Motion – Adjourn**
 - a. Mitch MacDonald, second Tony Rinaldi
 - b. Approved 5-0
 - c. Meeting adjourned at 6:38pm

Submitted by Chris Sweet
Charter Transition Committee Clerk
August 5, 2019