

Approved: \_\_\_\_\_

**TOWN OF WINCHENDON  
CHARTER BYLAW REVIEW COMMITTEE MINUTES  
MONDAY, NOVEMBER 30, 2020 7:00 P.M.  
Town Hall, 109 Front St., 2<sup>nd</sup> Floor Auditorium, Winchendon, MA 01475**

WINCHENDON TOWN CLERK  
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Present:

Dr. Maureen Ward, Chair, Taylor Tower, Secretary, Don O'Neil, Callie Knower, Chief David Walsh, David Alexander, Karen Kast

Dr. Coral Grout, Town Moderator

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List of Documents Presented at Meeting:

- Current Town Charter
- Current Town Bylaw

1. **INTRODUCTION OF NEW MEMBERS** - Dr. Coral Grout, Moderator, called the meeting to order at 7:00 p.m. She asked all members to introduce themselves. She thanked all members for volunteering and expressed that she looks forward to seeing what the Committee can accomplish.
2. **ESTABLISHMENT OF CHAIR AND SECRETARY** - Chief Walsh nominated Dr. Ward as Chair, seconded by Ms. Knower. With a vote of all aye, the motion carried unanimously.

Dr. Ward nominated Ms. Tower as Secretary, seconded by Mr. O'Neil. With a vote of all aye, the motion carried unanimously.

3. **ESTABLISH GOALS OF COMMITTEE:** Dr. Ward would like to see the Committee compile their recommendations in time for Annual Town Meeting in the spring. The Committee will discuss proposed changes together, seek input of the relevant Departments, and then post the suggested changes online for the community to review. It was established that a new email address, [charterbylaw@townofwinchendon.com](mailto:charterbylaw@townofwinchendon.com), will be created for residents to send their suggestions to.

The committee will be meeting in the afternoons on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month, with the coming scheduled meetings being December 15<sup>th</sup>, January 5<sup>th</sup> and January 19<sup>th</sup>. Dr. Ward asked all members to read through the Charter and gather their thoughts and suggestions in time for the next meeting.

4. **VOTE ON ZOOM VS IN-PERSON MEETINGS MOVING FORWARD** – It was unanimously voted to hold all meetings via Zoom moving forward. A protocol to allow respectful, relevant input was discussed. The chat will be disabled. Residents wishing to contribute input must email it to the [charterbylaw@townofwinchendon.com](mailto:charterbylaw@townofwinchendon.com) email in advance to have it considered and discussed on the agenda.

Don O'Neil motioned to adjourn; all were in favor. The meeting adjourned at 7:15 p.m.

Respectfully,

Taylor Tower  
Recording Secretary

*Charter Bylaw Review Committee Minutes  
November 30, 2020*