

**Committee to Review the Purpose, Composition, Functionality and Effectiveness of the Standing
Committees of the Town**

Selectmen's Conference Room 2nd Floor Town Hall Building
367 Main Street Hyannis, MA 02601

March 31, 2025
3:30pm

Vice President Kris Clark
Councilor Kristin Terkelsen
Councilor Seth Burdick
Councilor John Crow
Councilor Betty Ludtke

MEETING MINUTES

Chair of Committee, Councilor John Crow, opened the meeting at 3:36pm and made the following announcement:

This meeting is being recorded and will be rebroadcast on the Town of Barnstable's Government Access Channel. In accordance with Massachusetts General Laws Chapter 30A, Section 20, the Administrator must inquire whether anyone else is recording this meeting and, if so, please make their presence known. This meeting will be replayed via Xfinity Channel 8 or high-definition Channel 1072. It may also be accessed via the Government Access Channel live video on demand archives on the Town of Barnstable's website: <https://streaming85.townofbarnstable.us/CablecastPublicSite/?channel=1>

The Administrator to the Town Council took a Roll call, present in person: Councilor John Crow; Councilor Kristin Terkelsen; Councilor Betty Ludtke; Vice President Kris Clark. Absent: Councilor Seth Burdick;

Also in attendance is Assistant Town Attorney Alison Cogliano.

Chair of Committee read into the record the Charge of the Committee:

Purpose: *Work with Town staff to review the standing committees of the Town, particularly advisory committees, to determine their effectiveness and whether there is a current need for such committees.*

The Chair of Committee recapped the last meeting by stating the committees that were discussed and voted on to recommend to the full Council to eliminate.

Library Committee

Water Quality Committee

Roads Committee

Jane Eshbaugh Community Service Award

Cable TV Advisory Board

Chair of Committee had asked Assistant Town Attorney to look at the remainder of the Boards, Committees, Commissions and to list them according to their designation. Assistant Town Attorney Cogliano mentioned that once she began to dive into the Committees, she realized that some were a little more complicated than it seemed originally, she compared the town code to the state statute and to compare the two. Assistant Town Attorney brought two lists (1) is the regulatory Boards (2) a list of Boards/Committee/ Commissions that the Town Council appoints to. Attorney Cogliano discussed the following:

Barnstable Town Code Ch. 241, Section 8 states, “[t]own of Barnstable representatives to regional governmental boards and committees shall, unless the organic law establishing such a committee provides otherwise, be appointed by the Town Council.” Additionally, section 2.4 of the Charter provides, “town council shall appoint all boards, commissions, and committees.” Therefore, unless the state statute authorizing the establishment of such boards, committees and commissions grants authority to the Town Manager, Town Council appoints.¹

The following Boards/Committees/Commissions Boards are Town Council Appointed pursuant to the above-referenced ordinance:

1. Council on Aging
2. Board of Assessors
3. Community Preservation Committee
4. Board of Health
5. Conservation Commission
6. Disability Commission
7. Golf Committee
8. Historical Commission
9. Housing Committee
10. Zoning Board of Appeals
11. Comprehensive Financial Advisory Committee
12. John F. Kennedy Memorial Trust Fund Committee
13. Licensing Authority
14. Old King’s Highway Historic District Committee
15. Infrastructure and Energy Committee
16. Sandy Neck Board
17. Waterways Committee
18. Youth Commission
19. Shellfish Committee
20. Hyannis Main Street Waterfront Historic District Commission
21. Hyannis Main Street Waterfront Historic District Commission Appeals Committee
22. Problem Properties Appeals Committee
23. Open Space Committee
24. Human Services Committee
25. Water Resources Advisory Committee

The following Boards/Committees/Commissions are Town Manager Appointed (citing the general law which grants appointing authority to Town Manager):

1. Airport Commission* - MGL c. 90 s. 51E
2. Scholarship Committee – MGL c. 60 s. 3C
3. Trust Fund Advisory Committee – MGL c. 41, s. 45
4. Barnstable Municipal Water Supply Board – Barnstable Town Code Ch. 241, Section 38.A
5. Elderly and Disabled Taxation Aid Committee – MGL c. 60 s. 3D

¹ Several of the state statutes authorizing municipalities to establish boards/committees/commissions grant authority to the Town Manager to appoint “subject to the provisions of the charter”, reverting that authority back to the Council pursuant to our Charter’s section 2.4.

6. Cultural Council – MGL c. 10 s. 58

7. Planning Board – MGL c. 41 s. 81A

8. Recreation Commission – MGL c. 45 s. 14

9. Board of Registrars – MGL c. 51 s. 15

10. Affordable Housing Growth and Development Trust Fund Board – MGL c. 44 s. 55C

11. Economic Development Task Force

12. Local Comprehensive Planning Committee

* - Requires Town Council Approval

-Regulatory Boards/Committees/Commissions

Other notes/outliers:

Barnstable Housing Authority – MGL c. 121B s. 5 authorizes the appointment by the Town Manager, confirmed by the Town Council. However, section 3-5 of our Charter and Chapter 241, Section 7 of the Town Code require members be elected by the voters at large.

Town Council appointments to outside boards/committees/commissions:

1. Cape Cod Technical School Committee Representative for Barnstable
2. Steamship Authority Board of Governors
3. Steamship Authority Port Council

Attorney Cogliano will continue to research the Airport Commission and let the Committee members know what she finds out for the next meeting. Councilor Ludtke has introduced the idea that the Airport itself be moved under the Town Manager and his staff. Assistant Town Attorney looked for language in the Charter but could not find anything pertaining to the Airport, Councilor Ludtke mentioned the article that Mr. Daley wrote regarding this topic, and the Home Rule Petition overrides the state statute, so the town could do a Home Rule petition to get this going, but it also has to be on a town wide ballot for the voters to decide. Councilor Ludtke mentioned the ballot in 2005 has the language, and we should look at it again. Councilor Ludtke feels very strongly about doing this and will send all the information to the Assistant Town Attorney.

Assistant Town Attorney will look at the list again and compare it to the Charter and the Code to make sure that the authority is correct on all of them and come to the next meeting with a more finalized list after she has spoken to the other Attorney's in her office.

Vice President Clark would like the website on the Town pages to reflect the different types of Boards/Committees/Commissions for the public so there is more clarity on who is the appointing authority for each of them.

Chair of Committee recapped the last meeting regarding discussion on term limits, and it was decided at the last meeting the following:

Committee members discussed term limits on the Regulatory Boards, some agreed that there should be term limits. Councilor Ludtke stated in the past the knowledge that came with those that served long time was a valuable tool for the committee, however having fresh ideas and new individuals on these committees is something we should look at. Chair of Committee suggested 6 years on a committee would be enough, then a cooling off period then reapply if you want. Chair of Committee would also like to see limiting the number of committees you are on at one time. Committee members discussed serving on more than one committee and should that be limited as well, Vice President Clark mentioned that there

are certain committees that have representation from other committees, so we need to keep that in mind if you limit the amount of committees.

Chair of Committee suggested that individuals could serve on more than one but not as Chair of the Committee. Chair of committee would also like to see the representatives from other committees sitting on another committee should go through the Appointments Committee for interviews, and not have it be the sole decision of the Committee members of that committee. Committee members would like to discuss this further, the issue about becoming Chair more than once is not something Vice President Clark is willing to look at right now, this needs further vetting, these are volunteers and the decision of the members of who they elect as Chair is up to the members of the Committee. Chair of Committee asked if anyone of the members would like to put forth any motion on term limits, Councilor Ludtke made the motion to recommend to the full Council term limits for our regulatory boards which would be 2 consecutive three-year term for a total of 6 years; this motion was seconded by Councilor Crow, all members voted in favor of that motion. Committee members also introduced the idea that an individual can serve on only 1 regulatory board at one time. Councilor Ludtke made the motion to limit the participation of an individual on Regulatory Boards to one per person, so that one person is not serving on multiple regulatory boards at one time; this was seconded by Councilor Crow, all members voted in favor of this motion.

Vice President Clark had a conversation with a constituent who watched the last meeting or ours and also shared that she had concerns as well regarding the 6 years limit and said it was too short of a time especially on the Conservation Commission. Vice President Clark mentioned she would like to change her vote from the last meeting on recommending 6 years as a term limit. Councilor Terkelsen also agreed with Vice President Clark, and she also would not support this, however she was not in attendance at the last meeting. Councilor Terkelsen mentioned that even being a new Councilor, there is so much to learn and know, and in her first year she has only skimmed the surface with what is needed to know, so she agrees that term limits of 6 years is not something she would support. Councilor Terkelsen stated that if term limits is something this committee is looking at, then it should be the same for them as it is for Councilors and make it 12 years. Councilor Terkelsen would like to invite the Chairs to our meeting and ask them about the amount of work that goes into the meeting and the amount of research that goes into a project that is presented before those regulatory boards before we set term limits. Councilor Terkelsen's only concern is having 1 person on many of the regulatory boards making central decisions by that one person on multiple boards. Councilor Terkelsen mentioned that the town does a horrible job in training individuals, there wasn't any training for Councilors, there isn't any training for board members on any committee so we as a town can't expect too much if there isn't training for these individuals.

Chair of Committee does not necessarily disagree with everything Councilor Terkelsen said but mentioned this would be a recommendation to the Council from this Committee and then we can have a discussion at the dais as a whole Council. Chair of Committee has concerns about 1 person being on a board for a very long period of time who may not be working out, and sometimes new individuals bring new perspectives and ideas as well. Chair of Committee mentioned that when this Committee makes it final recommendations, we can discuss again but is going to leave the vote as is since it was already voted on.

Chair of Committee discussed the Conflict of Interest statement that each committee member receives after they are appointed to a committee. Chair of Committee would like to see this given to the individual as they apply so they are aware of it and if there is a potential conflict, the individual is aware and may reconsider applying. Chair of Committee would like to add to the Conflict of Interest a signature line that states the individual has no financial interest and also add an obligation to disclose financial interests that may arise during their service; and consent to withdraw from the committee to assist the town to the effect of the Code of Ethics. Chair of Committee would like to see if there is anything that can be put forth at the Appointments Committee level for the applicants before they are placed on a committee, because once there is a violation it takes 6-8 months for the state to make a decision. Councilor Terkelsen likes the idea, but we need legal to look at what we can put forth, so that

questions can be asked prior to being placed on the Board/Committee/Commission. This will make it easier for the applicant. Chair of Committee gave Assistant Town Attorney the language he developed for this purpose, she will look at it and come back with something for the committee to look at. Councilor Ludtke likes it very much and need to find a mechanism for this to be introduced. Councilor Ludtke would like to see the state do the training for our Boards/Committees/Commissions since they run most the program having to do with Conflict of Interest and Ethics. Vice President Clark mentioned the training is online, there is a video that needs to be watched and then you certify at the end to say you understand. Councilor Ludtke stated the training would be on how to do the job and perform on these Boards/Committees/Commissions; it's the whole piece. Councilor Terkelsen would like to see language in this also that pertains to recusal from a committee, and how to do it, and why.

Assistant Town Attorney mentioned that this discussion is a good one to have, but reminded the committee members that they can't force anyone to look at anything and sign it before they are placed on a committee. Assistant Town Attorney mentioned that Attorney Nober is working on updating the current handbook that is listed on the Committee pages currently, as most the information is outdated, this would be a good spot to put in language or reminders that if the following is a potential conflict etc. so most the education has to come after they are appointed. Councilor Terkelsen would like to see the links put on the web page of the Committees if individuals have a question regarding the Ethics, or Conflicts of Interest statements. Chair of Committee would like to see the wording on the bottom of the application contain more than it currently does. (see below)

NOTE: The state conflict of interest law prohibits committee members from participating as such in any matter in which the committee

member has a financial interest or in any matter in which any of the following have a financial interest: the committee member's

immediate family or partner, a business organization in which the committee member serves as officer, director, trustee, partner or

employee, or any person or organization with whom the committee member is negotiating prospective employment. "Immediate

family" includes the committee member and spouse, and their parents, children, brothers, and sisters.

Are you aware of any such financial interests that would potentially impact your ability to fully participate as a committee member in the

committee(s) on which you wish to serve? If yes, please provide a brief explanation.

Chair of Committee believes that the individuals that apply for the Regulatory Boards already have their hands in a lot in the town, this is not to say they are violating anything, however it should be made clear that the town looks at these and takes this very seriously, and intend on making it clear that if a violation does come up, the individual knew about it before hand and should have recused themselves; he spoke of two issues recently that have affected him personally where the individual signed this application and then then knowingly did not recuse and it is still happening today, so he wants something before hand that alerts and explains to the individual what is expected.

Councilor Ludtke would like to see the Town Council Appointments Committee ask a few more questions when an individual apply for a Board/Committee/Commission, she believes the majority of today's discussion starts there. Chair of Committee would like to be more strict than the state ethics if possible. Assistant Town Attorney Cogliano will look at the language the Chair provided and come back with a statement that this committee could look at. Councilor Terkelsen would like to see a process put in place if an individual does not recuse themselves, but to say that if you own a business in the town, you can never be on a regulatory board is wrong because they have the knowledge. Chair of the Committee wants to see this tightened up the language on the application, we need tighter rules on conflict. Assistant Town Attorney will look at other communities to see what they may do with their

appointment of individuals on their committees. Assistant Town Attorney will run these ideas of the website and the statement of conflict of interest, but needs to speak to Attorney Nober and the Town Clerk; Assistant Town Attorney will also ask about the links that the committee would like to list on the web page regarding the Ethics Commission and the Inspector General's web site on training committee members.

Chair of Committee discussed the Affordable Housing Trust (see below)

**BARNSTABLE AFFORDABLE HOUSING/GROWTH AND DEVELOPMENT TRUST
FUND**

**Rules and Regulations
(Amended March 25, 2022)**

A. Purpose:

The Trustees of the Barnstable Affordable Housing/Growth and Development Trust Fund (Trust Fund) are promulgating these rules and regulations to establish procedures for the operation of the Trust Fund Board and to create criteria and protocols for the distribution and use of Trust Funds.

The Rules and Regulations are intended to be supplementary and, where in conflict, subordinate to the Town Council Order, 2007-158 and Section 241-47.1(u) of the Code of the Town of Barnstable establishing the Trust Fund.

B. Definitions:

AFFORDABLE HOUSING: Decent, safe, sanitary, and appropriate housing that is affordable to a household having an income of not more than the income of 80% of the area median household income (AMI), adjusted for household size. For rental units, the rent (including utilities) shall not exceed 30% of the targeted AMI approved by the Trust for a proposed development. For homeownership units, the mortgage payment for the unit (including condominium fees or homeowners' fees, if applicable, insurance, utilities and real estate taxes) shall not exceed 30% of the targeted AMI approved by Trust for a proposed development.

AFFORDABLE HOUSING/GROWTH AND DEVELOPMENT TRUST FUND: The funding source as established by MGL Ch 44 Section 55 C, with the central purpose of providing for the preservation and creation of affordable housing, for the funding of community housing, as defined in and in accordance with the provisions of chapter 44B and for the promotion of sound and prudent economic development in the Town of Barnstable for the benefit of the residents of the Town of Barnstable including low and moderate-income households.

AREA MEDIAN INCOME (AMI): The area median household income as defined by HUD pursuant to section 3 of the 42 U.S.C. 1437 (the Housing Act of 1937), as amended, adjusted for household size.

BOARD OF TRUSTEES: The Board established pursuant to MGL Ch 44 Section 55 C as adopted on by Town Council and as set forth in the Amended Declaration of Trust.

COMMUNITY HOUSING: Low- and moderate-income housing for individuals and families, including low- or moderate-income senior housing. Housing shall be affordable to a family having an income of not more than 80% (affordable) or not more than 100% (depending in each instant whether low- or moderate-income housing) of the median family income for the AMI, adjusted for family size, the rent for which (including utilities) does not exceed 30% of the AMI targeted by the Trust or the mortgage payment for which (including insurance, condominium association/homeowner association fees, utilities and real estate taxes) does not exceed 30% of the AMI targeted by the Trust.

ELIGIBLE ACTIVITIES: The housing and economic development activities for which the Trust Fund may provide financial support are set forth below in Sections D. Projects funded using Community Preservation Act (CPA) funds must be in compliance with the provisions of chapter 44B of the Massachusetts General Laws.

ELIGIBLE APPLICANT: Individual, public, for profit and non-profit entity that submits an application for funding that proposes a Project for which the Trust Fund may provide financial support as set forth below in Sections D.

EXTREMELY LOW INCOME: Households that have incomes that do not exceed 30 percent of the area median income for the Barnstable-Yarmouth area, as established and defined in the annual schedule published by the U.S. Department of Housing and Urban Development, and adjusted for household size, or such higher income limit as may be established for a local, county, state, or federal housing program.

GRANT AGREEMENT: The document to be executed by all successful applicants which memorializes the terms and conditions of the award of Trust funds.

HOUSEHOLDS: Shall include individuals or families.

HOUSING EXPENSES, HOMEOWNERSHIP: Shall include principal, interest, real estate taxes, insurance, private mortgage insurance (PMI), and any homeowner or condominium fees.

HOUSING EXPENSES, RENTAL: Shall include rent and utilities.

HOUSING GOALS

- Promote an increase in year-round housing supply for income eligible households, particularly low-income households
- Promote an increase in housing diversity and choice.
- Protect and improve existing community housing stock.
- Increase housing affordability.
- Promote the adaptive reuse of existing buildings and structures for housing.

LOW-INCOME HOUSEHOLDS: Households that have incomes that do not exceed 50 percent of the area median income for the Barnstable-Yarmouth area, as established and defined in the annual schedule published by the U.S. Department of Housing and Urban Development, and adjusted for household size, or such higher income limit as may be established for a local, county, state, or federal housing program. When "low-income households" is used herein it includes extremely low-income households.

MODERATE INCOME HOUSEHOLDS, 80%: Households that have incomes between 51% and 80% of the Area Median Income (AMI) for the Barnstable- Yarmouth area, as established and defined in the annual schedule published by the U.S. Department of Housing and Urban Development, and adjusted for household size, or such higher income limit as may be established for a local, county, state, or federal housing program.

MODERATE-INCOME HOUSEHOLDS-100%: Households with incomes between 81% and 100% of the Area Median Income (AMI) for the Barnstable- Yarmouth area, as established and defined in the annual schedule published by the U.S. Department of Housing and Urban Development, and adjusted for household size, or such higher income limit as may be established for a local, county, state, or federal housing program.

PROJECT: A development for which the Board may provide financial support as set forth below in Sections D below and which is the subject of an application to a Board.

SOUND AND PRUDENT ECONOMIC DEVELOPMENT: Economic development which:

- Encourages economic development that diversifies, enhances or increases revenue producing property and respects and strengthens quality of life, community character and environment.
- Retains and strengthens business in the Town of Barnstable particularly those that provide year-round jobs at livable wages for residents at diverse economic levels.
- Provides infrastructure required for designated economic centers.
- Supports the maintenance and development of recreational activities for residents and visitors.
- Encourages growth of existing economic sectors and development of new sectors and enterprises that create stable employment and livable wages for residents at diverse economic levels.

- Education Sector: Continually works to establish the Town of Barnstable as a place where education “happens”. Emphasize educational efforts serving as economic drivers to expand collective intellectual; capital and support emerging workforce.
- Encourages continued development of the creative economy to capture sector dollars and to position the Town as a cultural destination.
- Strengthens and enhance the visitor-based economy with a focus on Hyannis as a year-round destination.

SUBSIDIZED HOUSING INVENTORY (SHI): The list compiled by the Department of Housing and Community Development containing the count of Low or Moderate Income Housing units by city or town.

TRUST ESTATE: Assets held by the Trust.

USE RESTRICTION A restriction that: (1) Runs with the land for a term of perpetuity and is recorded at the appropriate registry of deeds; (2) Restricts occupancy to low- and moderate-income households; (3) Requires that tenants of rental units and owners of homeownership units shall occupy the units as their domiciles and principal residences; (4) Provides for administration, monitoring, and enforcement of such restriction. (5) Contains terms and conditions for the resale of a homeownership unit, including definition of the maximum permissible resale price, and for the subsequent rental of a rental unit, including definition of the maximum permissible rent. (6) Subjects the units to an Affirmative Fair Housing Marketing and Resident Selection Plan for approval by the Department of Housing and Community Development (DHCD) for Low-Income/Affordable Units and for approval by the Director of Planning and Development, in consultation with the Trust, for Moderate-Rate (100%) units.

C. Board of Trustees:

1. The Board of Trustees shall manage, make recommendations, and from time to time reevaluate (a) the goals for the Trust Fund; (b) the Trust Fund's operating budget and projected expenditures and revenue; (c) the Trust Fund's funding and award policies and priorities; (d) the Trust Fund's program requirements; (e) the Trust Fund's procedures for disbursing Fund resources; (f) the review of applications for Trust Fund awards; (g) the granting of awards; (h) the monitoring of Eligible Activities funded by the Trust Fund; and (i) the evaluation of Trust Fund activities.

2. Officers.

a. **Chair.** The Town Manager shall preside as Chair at all meetings of the Trust. Except as otherwise authorized by resolution of the Trust, the Chair shall sign all contracts,

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deeds, and other instruments made by the Trust. At each meeting the Chair shall submit such recommendations and information as he/she may consider proper concerning the business affairs and policies of the Trust. The Chair shall authorize the Town Treasurer to receive and disburse such monies under the direction of the Trust except as otherwise authorized by resolution of the Trust.

b. **Vice-Chair.** The Vice Chair shall be elected yearly and shall hold office for one year or until their successors are elected and qualified. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the of the Chair, and in case of a vacancy in the office of Chair.

3. Meetings.

The Trust shall meet at least monthly at such time and at such place as the Trustees shall determine. Notice of all meetings of the Trust shall be given in accordance with the provisions of the Open Meeting Law, G.L. c. 30A, §§18-25. A quorum at any meeting shall be a majority of the Trustees qualified and present.

D. Eligible Activities and Fund Distribution Procedures

I. Housing Activities

The following housing-related activities are the types of activities for which resources may be received or expended to meet the Trust's housing goals to benefit Low or Moderate-Income household(s):

A. Types of Projects in which the Trust funds assets shall invest (not in order of priority):

1. Development Activities: Creation of new affordable/community housing
2. Preservation of existing affordable/community housing
3. Acquisition of land and or building for the creation of affordable/community housing/community
4. Rehabilitation of existing buildings for the conversion to affordable housing
5. Pre-development activities
6. Direct Assistance activities

B. Threshold requirements for funding:

1. Housing units created, rehabilitated or preserved with Trust funds shall be restricted in perpetuity by a use restriction with the use restriction surviving in the case of foreclosure.
2. Affordable Housing units shall be eligible for listing in the SHI.
3. Loans made by the Trust shall be secured by a mortgage and promissory note,

4. All successful applicants shall execute a Grant Agreement and if required by the Board a separate monitoring services agreement. The Grant Agreement shall establish the terms and conditions of the Trust funding and shall include the procedures for the disbursement of Trust funds.

C. Priority will be given to the following projects:

- Affordable rental housing in areas outside of Hyannis
- Rental units that are affordable to households at or below 50% Area Median Income (AMI)
- Projects that propose the creation of affordable and moderate-income housing homeownership units in Hyannis
- Projects that provide housing to vulnerable populations and offer supportive services
- Projects that are on public land
- Projects that leverage funds to the maximum extent
- Projects that convert existing buildings and structures into new affordable/community housing units.

D. Evaluation criteria: Projects will be evaluated with respect to criteria that are consistent with the Town's Local Comprehensive Plan, Housing Production Plan and the Community Preservation yearly plan and additional evaluation criteria established by the Board including but not limited to the criteria established in the Notice for Funding Availability (NOFA).

II. Promotion of Sound and Prudent Economic Development

The following economic development activities are the types of activities for which resources may be received or expended to promote a diverse economy consistent with balanced growth principles for the benefit of the residents of the Town of Barnstable, including its Low- or Moderate-Income household(s):

A. Types of Projects in which the Trust Funds Assets shall invest not in order of priority:

- Projects that retain and strengthen business in the Town of Barnstable particularly those that provide year-round jobs at livable wages for residents at diverse economic levels.
- Projects that provide infrastructure required for designated economic centers.

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- Projects that encourage growth of existing economic sectors and development of new sectors and enterprises that create stable employment and livable wages for residents at diverse economic levels.
- Educational projects serving as economic drivers to expand collective intellectual; capital and support emerging workforce.
- Projects that strengthen and enhance the visitor-based economy with a focus on Hyannis as a year-round destination.

B. Threshold requirements for funding:

Due to the current limited funds available in this portion of the funds being held by the Trust, funding will be limited to public projects and projects that promote neighborhood stabilization.

C. Priority for Funding:

- Public projects
- Projects that promote neighborhood stabilization

III. Fund Disbursement.

Each grant agreement shall specify the procedure for the disbursement of Trust funds.

E. Amendments to Rules and Regulations:

The Trust may amend these Rules and Regulations by majority vote at any meeting of the Trustees. All written rules, regulations, procedures and amendments shall be filed in the Office of the Town Clerk.

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Assistant Town Attorney Cogliano stated this is a Town Manager appointed committee and operates under Mass General Laws Chapter 44 Section 55C. Chair of Committee wanted to go back to the subject of the BID (Business Improvement District) Councilor Crow asked about the last sentence in the Mass General Laws that pertain to setting up a BID, and asked about the last sentence that says “ The local Municipal Government body may establish rules and regulations governing the board of directors” Chair of Committee said it is CH40 Section 55.

Councilor Ludtke would like to look at the Human Service Committee, Councilor Ludtke would like to see how they can add value to the town. Administrator Lovell will extend the support to the Committee in posting the Agendas and meeting minutes, Councilor Ludtke stated they need to be televised or the ideas they have either put in motion or considered at least, or just fold the committee, because as they are functioning now, they add no value to the Town. Vice President Clark would like to know who on the town staff support each committee and for those committees that do not have the support on committees and solve that issue first. Councilor Terkelsen asked if the Clerk could possibly put a video together explaining how committees get their Agendas posted and minutes posted.

Councilor Terkelsen would like to ask that the Chairs of the Committees to come in and find out what the frustrations are when dealing with agendas and meeting minutes. Vice President Clark said we can accomplish all this using videos.

Chair of Committee asked for any Public comment: Larry Morin from Cotuit, has a list of items from tonight’s discussion, term limits, he will have a document on this to send to all. He will offer his help on any of the re writes for the Committees. He wanted to make a point that most of the Chairs out there on these Committees do not know how to Chair. He suggests not only reaching out to the Chairs but also inviting other members on the committee to get a different perspective. He will gather all his noted from tonight and send them to the Administrator. He also mentioned the Housing Committee and what purpose does that serve.

Committee members discussed the next meeting and topics to discuss.

1. Send questions to liaisons asking them about the effectiveness of their committees
2. Ask Town Clerk Ann Quirk to come and speak about prior training
3. Administrator to provide a list of Committees without staff support
4. Administrator to provide a list of Committees without liaisons

Committee members approved the meeting minutes of March 12, 2025

Committee member Councilor Terkelsen made the motion to adjourn, this motion was seconded by Councilor Ludtke, all members voted in favor of adjournment.

Adjourn: 5:30pm