



City of Methuen, Massachusetts

OFFICE OF THE CITY COUNCIL

The Searles Building • 41 Pleasant Street
Methuen, Massachusetts 01844
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CHARTER REVIEW COMMITTEE MINUTES

Thursday, August 14, 2025
7:00 PM

MEETING LOCATION: Great Hall
Methuen City Hall
41 Pleasant Street, 3rd Floor
Methuen, MA 01844

MEETING AGENDA

1. Call to order – 7:03 PM
2. Roll call – Members present - Chair Steve Saba, Sharon Pollard, Dennis DiZoglio, Eleni Varitimos and Jennifer Kannan – 2 absent – John Cummings and Ian Gosselin
3. Acceptance of agenda – Motion to accept by Jennifer Kannan, seconded by Eleni Varitimos – unanimously approved.
4. Public Participation - none
5. Review Solicitors recommended verbiage S2-8 (c) and S3-7a – City Solicitor Paul O'Neill distributed his recommended language changes for Section 2-8 regarding City Council Staff – the City Solicitor's position and Section 3-7 – regarding temporary absence of the Mayor. The CRC will deliberate on these amendments to the Charter at their next meeting.
6. Begin second round of edits Articles 4, 5 and 6 time permitting

ARTICLE 4 – School Committee

- Section 4-1 (a) – no changes
- Section 4-1 (b) - Eligibility – ~~A School Committee member shall, at the time of election, be a voter.~~ Only voters who, at all times during their term of office, shall be and remain residents of the City shall be eligible to hold the office of School Committee member. Motion to amend by Jennifer Kannan, seconded by Eleni Varitimos – unanimously approved.
- Section 4-1 (c) – no changes
- Section 4-2 - no changes
- Section 4-3 – Prohibitions – Motion to amend by Jennifer Kannan, seconded by Sharon Pollard to change the prohibition on city/school employment from 1 to 2 years: “No former member of the School Committee shall hold any compensated city/school office or city/school employment until ± 2 years following the date on which that member's service on the School Committee has terminated.” UPON VOTE - 4 yes, 1 no (Eleni Varitimos)
- Section 4-4 – no changes

- Section 4-5 - no changes
- Section 4-6 - no changes
- Section 4-7 - no changes
- Section 4-8 - no changes

Motion to accept Section 4 as amended by Jennifer Kannan, seconded by Dennis DiZoglio – unanimously approved.

ARTICLE 5 – OTHER ELECTED OFFICIALS

- Section 5-1 – Housing Authority – no changes
- Section 5-2 - City Representatives to GLTS District Committee – no changes
- Section 5-3 Elected Members of the Nevins Library Board of Trustees

Motion to accept Section 5 as presented by Jennifer Kannan, seconded by Eleni Varitimos – unanimously approved.

ARTICLE 6 - Finance and Fiscal Procedures

- Section 6-1 – no changes
- Section 6-2 – no changes
- Section 6-3 – no changes
- Section 6-4 – no changes

Section 6-5 – If the chief administrative and financial officer fails to provide such **does not submit the required** certification within seven (7) days **after following** a request for such certification from **by** the Mayor, the City Council or the school committee, the **proposed** appropriation order, financial transfer, ordinance revision, special legislation, borrowing authorization, lease or contract arrangement **for a term of more than exceeding one** (1) fiscal year, or collective bargaining agreement may be approved. **In such cases, provided,** however, that the absence of the certification of the officer shall be expressly noted **in the text of the** order or vote. – Amended section 6-5, 2nd paragraph as suggested in Collins Center memo on 6-11-2025.

- Section 6-6 – no changes
- Section 6-7 – no changes
- Section 6-8 – no changes
- Section 6-9 – The Collins Center memo dated June 11th made suggestions for possible changes to the language in Section 6-9. The CRC had an extensive discussion and agreed to keep the language as written for now.

The CRC also committed to review Section 6-9 and Section 7-4 at the next CRC meeting which includes the definition and responsibilities of the CAFO.

- Section 6-10 – no changes

7. Confirm the next meeting date and time – Thursday, September 11, 2025 at 7:00 PM in Great Hall

8. Adjourn – 8:10 PM