



City of Somerville
Review of Multiple-Member Bodies Committee
MEETING MINUTES
Wednesday, May 27, 2026
6:00p.m.

Staff Liaison

Brendan Salisbury, Legislative and Policy Analyst

Commission Members

Brenna Broderick

Jesse Clingan

Chris Dwan

Courtney Henderson

Derrick Rice

The meeting was held via Zoom. Chair Chris Dwan convened the meeting at 6:00p.m.

Others present: Emily Lopez Touchy, Project Assistant; Madalyn Letellier, Assistant City Clerk – Legislative Services

1. CALL TO ORDER

1.1. Call of the Roll

Assistant City Clerk Letellier called the roll for attendance. Responses were as follows:

Liaison Broderick:	Absent
Councilor Clingan:	Present
Chris Dwan:	Present
Clerk Henderson	Present
Derrick Rice:	Present

With four members in attendance there was a quorum and the meeting was called to order. Liaison Broderick joined the meeting at 6:05p.m.

2. ADMINISTRATIVE ITEMS

Chair Dwan reviewed the cadence of meetings and noted that monthly meetings would likely be insufficient to complete the work of the committee. Chair Dwan suggested moving to a bi-weekly meeting schedule. Councilor Clingan shared that the earliest he could meet is 5:00p.m. or later but is otherwise amenable to adding more meetings. Liaison Broderick suggested designating one meeting a month for discussion and the other for deliberation the previous meeting's presentation.

Vice Chair Rice summarized the norms that were shared in the first meeting regarding procedure and discussion with other committee members. A request was made to create an email or form for members of the public to submit comments to the body. Clerk Henderson stated that she would discuss internally and return with a response at the next meeting.

3. UNFINISHED BUSINESS

3.1. Bodies pending recommendation:

4. NEW BUSINESS

4.1. Staff presentation on Group 1 bodies



City of Somerville
Review of Multiple-Member Bodies Committee
MEETING MINUTES
Wednesday, May 27, 2026
6:00p.m.

Project assistant Lopez Touchy gave a presentation reviewing the Planning Board (“PB”), Zoning Board of Appeals (“ZBA”), Urban Design Commission (“UDC”), and the Historic Preservation Commission (“HPC”) as well as additional background information on the coding process being conducted. The presentation is available online. Chair Dwan requested that the current composition and membership of each body be shared.

Chair Dwan asked if recommendations from the UDC are legally binding. Project Assistant Lopez Touchy stated that recommendations are provided to the PB and ZBA, but that she did not have a definitive answer about whether they are legally binding. Vice Chair Rice provided historical context for the origin of the UDC and stated that their recommendations become binding in the form of conditions applied by the PB and ZBA to a permit.

Chair Dwan asked whether the HPC has the ability to enter contracts and employ consultants. No answer was immediately available, but will be provided at a future meeting. Councilor Clingan expressed interest in further understanding of how the bodies interact with their enabling legislation and what limitations exist.

Following the presentation, the members discussed the requirements for the body’s report, as established by ordinance. Chair Dwan suggested that the report should include detailed information on how individual multiple-member bodies function, including their operations and ability to maintain quorum. Vice Chair Rice inquired about current vacancies and the reporting requirements established by the City Charter. Assistant Clerk Letellier shared that there is a page on the city’s website, which is updated periodically, that lists vacancies and includes links for applying to serve. Liaison Broderick shared that the administration is not seeking to fill vacancies, pending completion of this body’s review, unless there is a danger of a body not meeting quorum, as the report may recommend changes to the composition of some bodies, or dissolution. Vice Chair Rice expressed concerns about the Review of Multiple-Member Bodies Committee’s work being used to justify delays in filling vacancies. Liaison Broderick requested further clarification regarding the function of the Review of Multiple-Member Bodies Committee’s duties and responsibilities.

5. ADJOURNMENT

Chair Dwan moved to adjourn at 8:00p.m. The motion was approved on a roll call vote of five in favor (Broderick, Clingan, Henderson, Rice, Dwan), and none opposed.