

TOWN GOVERNMENT STUDY COMMITTEE

Thursday, August 8, 2013 - Minutes

6:00 p.m.

BPW Meeting Room

Present: Chairperson: Phil Washko, Vice Chair: Bernie Roderick, Dick Douglass, Dan Freitas, Andy Jones, Linda Meredith, and Pattie Pacella

Absent: Eric Dawicki

Meeting called to order by the Chairperson at 6:00 p.m.

AGENDA:

- **Recording Disclaimer:** Chairperson, Phil Washko read a disclaimer for recording
- **Review/approve minutes from 8/1//13 Meeting:**

Linda Meredith made a correction to the 2nd page, the By-Laws "less" strict.

Linda Meredith made a motion to approve the 8/1/13 minutes with the amendment and was seconded by Bernie Roderick. The motion passed unanimously.

- **Opening Public Comment**

No public was present for comment.

- **Review Previous Meetings Action Items**

Phil Washko reviewed the Previous Meetings Action Items. He advised the Committee that the Special Municipal Employee was going to be on the agenda at Board of Selectman this evening. Mr. Washko also said he spoke to Mark Sylvia, who was intending to get someone who will serve as a non-appointed member.

Bernie Roderick reported that he had spoken with Anne Kakley re: Town Hall availability. The Committee will begin meeting at the Town Hall East Room, beginning with our next meeting, August 22. Mr. Roderick will get out a master calendar to the Town Hall. The Committee agreed to schedule three months at a time.

- **Discuss website update/promotion process**

Phil Washko advised the Committee that after each meeting, he's been updating the website of what's been happening, and what we are in the process of doing. The Committee was fine with him just handling this task.

- **Discuss current government interview process**

Town Boards, Committees, Challenges, Etc. What do we need to do to get this done. Begin with our brainstorming session.

Dan Freitas left at 6:55 p.m.

- **Review Brainstorming results**

The Committee began to brainstorm the different thoughts and ideas from each other about how to go about the Interview process the Committee wanted to start in Town.

- Everyone agreed that one person is to few, three is to many; two people would conduct the interviews, with a potential third person.
- All agreed Department Heads would be interviewed separate from their employees.
- Dick Douglas suggested talking to former employees/department heads.
- All agreed that a list of Town Employees & Board Chairs/committee members were needed.

ACTION #1: Pattie Pacella agreed to talk with Anne K. re: to get a list of said Town Employees; Board/Committee members.

- Initially Department heads would be interviewed.

The Committee brainstormed different questions that could be asked during the interview process. Everyone had their input about what questions would be used. Looking at Littleton, MA town government study committee's information, a few questions from them were also used, reworded to work for our Town.

The **Questions** for interviews are as follows: (Agreed by all Committee members)

1. What works well in your department - such as processes, systems, technology and interactions with other departments/boards?
2. What could be improved in your department?
3. What is the day-to-day interaction of your department with other departments?
4. What would improve the interactions of your department with other departments?
5. Does your department [or board] have specific operating procedures that are mandated by Town Bylaws or State Statutes? If so, do they help or hinder efficiency? What would you change?
6. Have you reviewed the DOR report? Do you have any feedback?
7. Do you have processes in place to plan one, three, and/or five years out? What are those processes?
8. Do you have a long-term vision for your department?
9. What potential organizational changes, such as a Town Manager concept, would benefit or be a hindrance to your department?
10. What changes, if any, would you like to make to town government that would help your department be more effective or efficient?
11. Do you and your department have a current written job descriptions, defined duties and employee performance reviews?
12. Does your department have written and regularly reviewed goals and objectives?
13. What decision-making powers do you have? What decision-making powers would help you be more effective in your position?

14. What other information could you offer our committee to help us achieve our goals?

Fire Department and BPW

How has the delivery of your department's services evolved over time? How do you see it evolving in the future?

BPW-Specific

The recommendation from the DOR was to eliminate the Board of Public Works. How would that affect the operations of your department and its interaction with the public?

- ***Next Steps/Map out Process***

Interview candidates by who on the Committee. Letters will be sent out, and then contacts will be made. Bring back a report to next meeting, if able to meet by then with the interview candidate.

ACTION # 2: Phil Washko will send out letters to the Fire Chief & BPW Superintendent asking for an interview with Committee members, along with the list of questions for their review, and a graph of the organization table for Fairhaven. (who reports to who, currently)

ACTION #3: Interview of Fire Chief, Tim Francis - by Phil, Bernie & Dick.

Interview of BPW Superintendent, Vinnie Furtado – by Pattie & Linda (possibly Andy as well)

- ***Discuss DOR report review impressions***

Phil Washko passed over this discussion at this time.

- ***Other Questions from the Committee, Discussions, Reviews***

Linda Meredith shared with the Committee that she spoke with Melissa, the Town Manager of Plymouth (who lives in Fairhaven), who invited the Committee members to have an on-site visit with her in the near future.

Phil Washko discussed the planning process for a potential Public Forum. A discussion took place. Pattie Pacella suggested a "Town Crier" style forum at each of the four Improvement Associations in the next few months. Everyone agreed this would be a great idea, and Linda volunteered to call all Improvement Associations in Town to get an invite at their next meetings. (NFIA, Fhvn. Improv, WI Improv, and East Fhvn. Improv. Assoc.)

ACTION #4: Linda Meredith will be in touch with the Fairhaven Improvement Associations for an invite to their meetings for a presentation from our Committee.

- ***Closing Public Comment***

None

- ***Review Action Items for Next Meeting***

Action #1: Pattie Pacella to talk with Anne K. about getting a list of names of Town Employees, Department Heads, Board Members, etc.

Action #2: Phil Washko to mail out a letter to Fire Chief & BPW Superintendent with questions for review.

Action #3: Interview Fire Chief, Tim Francis – by Phil, Bernie & Dick
Interview BPW Superintendent, Vinnie Furtado – by Pattie & Linda (possibly Andy)

Action #4: Linda Meredith to make phone calls to the Improvement Associations in Town re: Committee's desire to do a public forum presentation.

- ***Schedule Next Meeting***

Next Meeting will be August 22, 2013 in the East Room (2nd FL), Town Hall.

Linda Meredith made a motion to adjourn the meeting and was seconded by Andy Jones. The motion passed unanimously.

Meeting adjourned at 8:25 p.m.

Respectively submitted,

Patricia A. Pacella
Recording Secretary