

TOWN GOVERNMENT STUDY COMMITTEE

Thursday, October 24, 2013 – Minutes

Present: Chairperson: Phil Washko, Vice Chair: Bernie Roderick, Dick Douglass, Linda Meredith (arrived 6:12 pm), and Pattie Pacella. New Associate Members G. Steve Riley and Siobhan Henebury (arrived at 6:08 pm) was also in attendance.

Absent: Dan Freitas & Andy Jones

Meeting called to order by the Chairperson at 6:00 p.m. & read the recording disclaimer.

Phil Washko welcomed the two new members and had them introduce themselves.

AGENDA:

Review/approve minutes: 10/3/13

Bernie Roderick made a motion to approve all minutes and was seconded by Pattie Pacella. The motion passed unanimously.

Opening Public Comment:

No one present.

Review action items from last meeting:

The Committee reviewed action items from last meeting.

Review/Discuss Community Feedback:

Phil Washko read feedback from Joe Borelli that was left on the website.

Plan/Discuss Plan Next Public Forum:

Phil Washko stated the next public forum was scheduled for November 14, 2013 by the FIA at 6 p.m. in the Town Hall.

Pattie Pacella advised she has a CPC Meeting upstairs at 6:30, so someone will have to cover the minutes for the hour or so she is away.

Linda Meredith volunteered to do the minutes.

Discuss recently completed government interviews:

Dick Douglass stated they have met with Tourism Director, the Accountant, Superintendent, Town Clerk and the Senior Center manager, as well as the Veterans Office.

Phil asked if he thought that the questions were still good throughout all interviews.

Dick Douglass said yes/no.. there are some points you want free form. IT certainly still comes across strongly. Space also seems to be an issue.

Bernie Roderick & Phil Washko stated they have met with the Finance Director as well as the Assessor.

Phil Washko stated he and Mr. Roderick are planning to meet with Jeff Osuch on Tuesday 10/28/13 at 6pm. Dick Douglass stated he would like to be present.

The Committee discussed inviting Mr. Osuch at a later date to all speak with the whole Committee.

Pattie Pacella suggested adding Steve Riley and Siobhan Henebury to teams for interviewing purposes. Siobhan Henebury will be with Pattie Pacella and Linda Meredith. And Steve Riley will be on Bernie Roderick and Phil Washko's team.

Consolidating/Analyzing Interviewing Results:

Dick emailed everyone a copy of the excel spreadsheet he put together with the information. Everyone agreed they need to spend more time digesting it. Dick advised everyone how he put the information in, focusing on recurrent themes. (i.e.: IT, Human Resources)

Phil Washko explained to the new members why we put the information together.

Pattie asked Dick what he needs from us? Should we individually/team wise send him edits and/or reviews. Phil offered to sit with Dick to go over using Google+ documents, where everyone could go in and update the document.

ACTION #1: Everyone review analyzation report for next meeting (with edits, etc.)

Plan for Town Administrator focus & related next steps:

Phil Washko stated that the Committee has decided to focus on a Town Administrator.

Bernie Roderick said the Committee should really get a lot of information from Jeff Osuch re: Town Administrator.

Everyone agreed they wanted to speak to Mr. Osuch regarding a Town Administrator, as well as anyone who could offer us information in detail.

Phil stated that he would like to devise a plan for an informal consensus vote, but needs to do some research on how to do that.

Phil suggested a round table discussion with an existing Town Administrator, possible Mark Sylvia (as he was Town Administrator with Plymouth), & Joe M (from DOR).

Dick asked what kind of information were we seeking from the round table discussion.

Pattie suggested speaking to recent Towns who went from Executive Secretary to a Town Administrator and how that worked.

Linda would like to hear what they do daily.

ACTION #2: Phil to email Town Administrator job descriptions to everyone for review.

Linda asked if Town Administrator/Town Manager are interchangeable (the words)

Phil thought that maybe "manager" is too authoritative. He proposed we use Town Administrator.

ACTION #3: Phil to identify peer Towns that went from Executive Secretary to Town Administrator. He will contact DOR.

ACTION #4: Dick to contact MMA for resources.

Dick also recommended that we include an educator who specialized in Town Government Structure, perhaps from Clark University or UMASS Dartmouth. Dick volunteered to make contact.

ACTION #5: Linda to forward contact information to Phil for Melissa (Town of Plymouth Administrator)

ACTION #6: Phil asked everyone to formulate questions for the round table discussion.

Discuss IT Town Strategy gaps.

Phil asked what are next steps will be. There was a discussion on firms that have done IT studies.

Linda spoke to Melissa-Plymouth and she said they used someone within the Town.

The Committee discussed, "What are we going to propose?" Recommending an IT Consultant? Current IT committee broadened? How do we encourage/engage the Town to use a consultant.

William Roth joined the meeting at 7:02 p.m. (He had been upstairs working late and was watching the conversation on cable.)

William Roth explained there was a new sub committee in place for IT. It is himself, Wendy Graves, Anne Kakley, Bill Mccaferty, and Jeff Osuch. Mr. Roth said they inventoried everything, are staggering purchasing of computers. Anne sent out training surveys to employees. In the beginning of November, there will be a computer training area set up for employees. The Committee will be focused on training, upgrading software. He said they are looking at better IT support within the Town.

Bernie asked Mr. Roth if there were any other concerns with other departments?

Mr. Roth stated that Police, Fire, and School are their own IT entity.

Phil asked Mr. Roth if he agreed that IT is an underutilized resource.

William Roth stated that some ledger books are still being used. He said that with electronic permitting it might be easier. He said they are working toward basic excel.

Mr. Roth said that the Planning Department is fully into IT; but he is agreement that the Town wide IT needs to be looked at. Mr. Roth stated the Committee was just recently formed, in the last six months.

2 Things we have identified with IT:

- Perhaps enlarge Committee-change scope
- Bring in Consultant (more paperless & efficient)

Mr. Roth said to keep in mind the financial impact as well.

Bernie to contact Dell, who did the School's technology upgrade.

There was some discussion on where School's got the money for the upgrade.

Steve recommended a co-op school program who could do some economic IT Consultant work for Town.

ACTION #7: Siobhan will do some internet research on IT Consultant's, co-op or other.

Other questions from the committee/comments/concerns:

Dick informed the Committee that if we wanted to do a Town wide survey to go out with the Town Census we would need to get done by early December to go out in January.

Discussion about what additional feedback can we get from Town People.

ACTION #8: Phil asked that everyone begin formulating potential questions for Survey.

Phil asked Siobhan & Steve to make sure they complete the on-line state quiz and conflict of interest course and submit to Town Clerk's office.

Pattie asked if there was a Special Town Meeting, what would the window of time be to get the information in for an article; if we decided to do a presentation.

ACTION #9: Pattie agreed to contact someone to find out what that 'time frame' is.

Closing Public Comment:

None

Review Action Items:

Reviewed.

Schedule Next Meeting:

November 7, 2013 – Steve will not be able to attend.

November 14, 2013 – Public Forum (FIA)

November 21, 2013

Bernie made a motion to adjourn and was seconded by Linda. The motion passed unanimously.

Respectively submitted,

Patricia A. Pacella
Recording Secretary