

TOWN GOVERNMENT STUDY COMMITTEE

Thursday, November 7, 2013 – Minutes

Meeting called to order by the Chairperson at 6:02 p.m. & read the recording disclaimer.

Present: Chairperson: Phil Washko, Vice Chair: Bernie Roderick, Dick Douglass, Siobhan Henebury
Linda Meredith, and Pattie Pacella.

Absent: Andy Jones, Dan Freitas, and G. Steve Riley

AGENDA:

Review/approve minutes: 10/24/13

Pattie Pacella advised there was one correction on the October 24, 2013 minutes that was that Dick Douglass would NOT want us to have him to do the minutes.

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

Opening Public Comment:

No one present.

Review action items from last meeting:

The Committee reviewed action items from last meeting.

Discuss recently completed government interviews:

Bernie Roderick and Phil Washko stated they interviewed with Jeff Osuch and the Assessor's office. Mr. Washko stated although good interview with Mr. Osuch, they didn't touch upon the questions much, therefore he proposed that he and Mr. Roderick will meet with him again to go over the questions.

Pattie Pacella stated she and Phil met with Bill MaCafferty, the IT Consultant for the Town and that went well.

Both will send the information to Dick to put into the analyzation report.

Assign Phase 2 interviews:

The Committee at this time assigned Phase 2 Interviews as follows:

Mike Sylvia	Team 2
Dr. Brian Bowcock	Team 2
Ron Manzone	Team 1

A meeting was planned with the BPW Board for December 12, 2013 at 6:00 p.m.

ACTION #1: Phil to send an invite out to BPW Board for the above mentioned meeting.

Planning Board	Team 1
Board of Appeals	Team 3
Board of Health	Team 3
Council on Aging	Team 2
Conservation Com	Team 1

It was the suggestion that for the Boards, that the Teams perhaps issue an invite and see how many people would attend such meeting, so that it can be posted if there is a quorum.

A brief discussion was also noted that the Selectman would also need to be spoken to. That can be brought up at as Phase 3.

A discussion was held at what questions would be discussed with the different Town Boards.

ACTION #2: Phil asked all members to formulate some questions for the Board interviews. Will discuss at next meeting.

Discuss strategies for consolidating/analyzing interview results:

Phil Washko stated Mr. Douglass did an excellent job putting this together. The only thing he would add is an "actionable" column, so the committee can note if in fact it's something the Committee would be able to act on.

Dick Douglass asked everyone who is going to send him information to add to the spreadsheet that they indicate urgency/critical points.

Discuss IT town strategy gaps:

Bernie Roderick suggest possible Subcommittees for IT & Town Administrator within our Committee, who could really focus on gathering information and bringing back to the whole Board.

Linda Meredith stated she wants to be involved with the Town Administrator decision as a whole, not hearing it second hand from the 'subcommittee.'

Dick Douglass stated that in some of his research that some Towns just change the title of "Executive Secretary" to Town Administrator.

Phil Washko asked what angle of IT does the committee want to move forward on? What do we want to propose to the Town re: IT?

Dick Douglass stated there are shortcomings and that other Towns/Cities outsource their IT.

Siobhan Henebury sent everyone an email with research she had done on different IT Consultants that were available.

Dick Douglass asked about regionalization.

Bernie Roderick wondered who would/how would we recommend IT Consultant for the Town.

Phil Washko stated that the Town should hire a consultant for all needs of IT within the Town. What is the focus of our team with IT?

Dick Douglass thought that the existing Town IT Committee was focusing on hardware, software, and training.

Discussion took place on what the existing IT Committee does and there focus.

Bernie Roderick concluded that the proposals that we give the Town our going to have a fiscal impact, and we have to keep that in mind.

Dick Douglass stated that an initial assessment would cost something, but we could possibly get an estimate done to add to our proposal.

Pattie Pacella stated that the Committee shouldn't feel discouraged, as we are doing the research and making the best recommendations for the Town.

ACTION #3: Siobhan Henebury stated that she would try and get a few estimates from a few of the consultants that she researched on a full IT assessment of the Town.

Phil Washko stated perhaps the Committee would be recommending the proposal of a Permanent IT Committee expanded on the current one that exists. He stated we need to propose a recommendation specific enough but we're not all qualified to know exactly what that is. He also stated that it was to address the IT needs going forward on a day to day basis and the big scope of IT within the Town.

ACTION #4: Phil will write up a recommendation for the Committee's review for an IT Committee expansion.

Phil Washko stated that he would recommend the Town do a top down assessment of IT.

ACTION #5: Dick stated he would contact MMA again to see what help in resources they can give regarding IT Consulting.

Plan for Town Administrator focus and related next steps
Discuss distributed Town Administrator job descriptions
Discuss/plan Town Administrator roundtable discussion panel

Bernie wondered if everyone was on the same page for a Town Administrator and with a discussion roundtable what more information would we learn that we don't now?

Linda said she would like to hear from actual Town Administrators what their day to day duties are.

Phil stated that he has recently gotten information on what Towns recently went from an Executive Secretary to a Town Administrator.

Pattie stated that it would be a wise choice to have someone that has recently converted to a TA to be in on the roundtable discussion.

Dick passed out possible roundtable discussion. The Committee reviewed the questions.

Dick stated in essence we are selling the job description, not the title. Dick also suggested an academic person be at the roundtable; he has been in touch with a few people who would be more than willing to sit with us.

Potential Roundtable interviewees:

Clyde Barnow Joe M (dor)
Melissa (Plymouth TA) TA of Dedham (lives in Swansea) or recent Conversion Candidate

The Committee agreed that Mark Syliva is a good resource at any time.

The Committee briefly discussed the roundtable date in the near future. Possible January? All agreed to schedule the roundtable at the next regular meeting. (11/21/13)

Dick suggested it may be worthwhile to talk to a head hunter who actually fills the roles of Town Administrator.

Phil stated that would be something that we could tackle in the future.

ACTION #6: Phil to contact potential roundtable guests to make sure they would be on board and perhaps check schedules for best fit.

Discuss/plan town-wide survey:

Dick put together an example (with Bill Roth's previous survey in mind).

Bernie passed out potential questions.

The Committee discussed and reviewed the survey questionnaire.

Dick explained that the Committee would have to have the survey ready by December 1, 2013 to be mailed out with the census in January. Everyone agreed they wanted the survey as simple as possible.

Bernie suggested a pre-publicity in Neighborhood News to let people know the Survey would be coming, and how important the information will be.

Everyone agreed the surveys would be able to be done in writing and on-line. Available surveys throughout the Town.

ACTION #7: Phil will do some research on finding out which appointed Boards have to stay appointed by Law. (Pattie thought Conservation)

ACTION #8: Phil asked everyone to review the survey and come up with any additional questions if needed.

ACTION #9: Bernie agreed to speak to Paul Kitchen if an additional cost would be given to TGSC for the survey.

Other questions from the committee, discussions or related committee business:

Pattie did a quick review for the NFIA Forum next week. The date is November 14th in the banquet room at Town Hall.

Phil stated that the forum would be like the FBA forum. The DOR information would be brought up in the intro that he does.

Linda agreed she would do the presentation of the slide show.

Closing public comment:

None

Review action items for next meeting:

Reviewed.

Schedule next meeting:

NFIA & FIA – November 14, 2013 at 6pm. Committee to meet at 5:30 p.m.

Pattie Pacella made a motion to adjourn and was seconded by Linda Meredith. The motion passed unanimously.

Meeting adjourned at 8:34 p.m.

Respectively submitted,

Patricia A. Pacella