

TOWN GOVERNMENT STUDY COMMITTEE

Thursday, January 9, 2014 – Minutes

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

Present: Chairperson: Phil Washko, Vice Chair: Bernie Roderick, Andy Jones, Siobhan Henebury (arrived 6:05 p.m.), Linda Meredith, and Pattie Pacella.

Absent: G. Steve Riley

AGENDA:

Review/approve minutes: 12/5/13 & 12/12/13

Bernie Roderick made a motion to approve both the 12/5/13 & 12/12/13 minutes as presented and was seconded by Linda Meredith. The motion passed unanimously.

Opening Public Comment:

No one present.

Review action items from last meeting:

The Committee reviewed action items from last meeting.

A couple of the action items were that Linda was to contact the Fhvn. Rotary Club and Pattie was to contact the Livesey Club about possible public forums. Both explained the outcome, and then the committee decided to put a request out there to perhaps have a last public forum that would include both these parties as well as invited guests. The Committee put the tentative date for such forum for February 20, 2014.

ACTION ITEM #1: Linda to contact Fhvn. Rotary Club with possible date; and Pattie to contact Livesey Club with possible date.

Everyone agreed that the main focus right now is to get the Town Administrator proposal set in stone to commit to proposing at Annual Town Meeting in May.

Review BPW interview, discuss next steps:

Bernie said he thought it went well. Very candid, upfront. He thought the Board felt the existence of their Board was for Town Resident complaints, or calls to them.

Linda said that she agreed that the public appreciates the BPW Board as a sounding Board when they have a complaint; BPW is definitely passionate about their position.

Dick said that he has said previously that there could be a Central Department in Town just for complaints; not necessarily this BPW Board.

Discussion ensued.

Phil explained there would be a clear line of accountability if an advisory Board to the Town Administrator.

More discussion on elected BPW Board vs. Elected.

ACTION ITEM #2: Phil to talk to DOR about Town's that have recently gone from elected to appointed BPW Boards.

ACTION ITEM #3: Phil asked everyone to google to find other town's that have dissolved BPW Board's in the last 1-5 years; and come up with questions that we would ask them.

Discussion on having interviews with former Superintendent's. Bill Fitzgerald, ex.

Review outstanding interviews:

ACTION ITEM #4: Pattie will email outstanding interview list.

Brief discussion on whether the Committee should meet sooner or later with Board of Selectman, for interview purposes, to gather information from them.

ACTION ITEM #5: Phil will reach out to BOS to set up interview.

Pattie brought up that in meeting with Planning Board, it was mentioned that perhaps everyone wasn't as forthcoming with us as they would've been either one-on-one or without the press present at the meeting.

ACTION ITEM #6: Pattie will reach out to any PB members , if they want to meet one-on-one it would be there option.

Discuss Town Administrator duties, next steps:

Round Table Discussions: Phil has reached out to potential guests. Confirmed for a potential meeting on 2/6 at 6:00 p.m. is Mark Sylvia, Michael Gagne (Mattapoisett TA, formerly from Dartmouth), Joe Markarian, and he will reach out to Jeffrey Osuch. Phil has also sent an email to Melissa (Plymouth TM), and she has not gotten back to him.

Potential ?'s for Round Table Discussion:

1. Town Meeting Warrants done by TA?
2. Budget preparing/How's it done by you?
3. Do you do any writing of grants, have someone other than Town Planner that pursues grant writing?
4. If you could write your own Job Description, what would be different than your current?

Phil went thru the TA job description

Andy Jones left the meeting at 7:32 p.m.

The Committee reviewed the TA Job description with discussion and possible changes.

ACTION ITEM #7: All to review the TA Job description and email changes or add to/clarify changes to Phil.

More discussion ensued on BPW Board and if there is anything more we can do to get more information from them directly. Advisory vs. Elected.

Glaring example: Associated costs. (Who's accountable?)

Pattie said that the Committee was only 'gathering information' with that meeting as we have done with all our interviews. We would continue to gather information when we have the round table discussion as well as speak to other Towns that just went from BPW Boards to either advisory boards or none.

Discuss draft IT recommendations:

Back burner.

Discuss potential outreach avenues:

Phil suggested a facebook page. Brief discussion. Better idea, now.

ACTION ITEM #8: Phil to start a facebook page & monitor.

Dick asked about an Employee Survey, as discussed in the past.

Siobhan Henebury left the meeting at 7:45 p.m.

ACTION ITEM #9: Phil to inquire with Jeff O. & Anne K. about electronic survey for employees and how easy or difficult that would be for employees to take part in.

ACTION ITEM #10: Pattie & Dick (subcommittee) would work on framework for an Employee Survey.

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

Bernie asked what the status of the committee was. Phil explained we were down 1 voting member, Mark Sylvia to appoint someone for that; and then there is 1 seat open to fill.

Upcoming Meetings reviewed:

- January 16th (Pattie will not be in attendance)
- January 30th - Regular Meeting
- February 6th (Round Table Discussion)
- February 13th - Regular Meeting
- February 20th (Public Forum potentially)
- February 27th – Regular meeting
- March 13th -- Regular Meeting
- March 27th -- Regular Meeting

Closing public comment:

None.

Review action items for next meeting:

Pattie reviewed.

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

Meeting adjourned at 7:59 p.m.

Respectively submitted,

Patricia A. Pacella
Recording Secretary

ACTION ITEMS
From Meeting January 9, 2014 Meeting

- ACTION ITEM #1:** Linda to contact Fhvn. Rotary Club, and Pattie to contact Livesey Club as invited guests for potential public forum on February 20, 2014.
- ACTION ITEM #2:** Phil to talk to DOR about Town's that have made the recent switch from BPW Boards, to either appointed or none.
- ACTION ITEM #3:** Everyone to google search to find out Town's that have made recent switches of BPW Board's & come up with ?'s on what would be asked during an interview of these Towns.
- ACTION ITEM #4:** Pattie will email outstanding interview list.
- ACTION ITEM #5:** Phil to reach out to BOS for possible interview date.
- ACTION ITEM #6:** Pattie will reach out to any PB members who may want to speak further one-on one.
- ACTION ITEM #7:** All to review TA Job Description and email any clarifications/additions to Phil.
- ACTION ITEM #8:** Phil to start a Facebook Page and monitor.
- ACTION ITEM #9:** Phil to reach out to Jeff O. & Anne K, how easy it would be for employees to complete an online survey.
- ACTION ITEM #10:** Pattie & Dick to work on framework of an employee survey.