

**TOWN GOVERNMENT STUDY COMMITTEE  
MEETING MINUTES  
WEDNESDAY, JANUARY 18, 2012**

In attendance:

TGSC Members

Guests

Kevin Costa  
Vincent Digiacommo  
Stephen Gallagher  
Alex Mann  
Carolyn McDonough  
Fred White

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Meeting was called to order at 7:00 PM.

Fred White was in attendance as the TGSC appointee of the Board of Selectmen. Until he is sworn in, hopefully this week, he will be a non-voting participant.

Mr. Gallagher read the original Mission Statement created by the TGSC. It was agreed that it needed updating. Mr. Mann moved that the new Mission Statement be shorter, with the additional recommendations being designated as the goals of the TGSC. Motion seconded by Ms. McDonough. Motion passed 5-0-1 with Mr. White not voting.

Mr. Costa explained the difference between a charter commission and a government study committee. The charter commission is an elected body and the process of producing and approving a charter usually takes longer. The proposed charter has to go a town vote for approval. The government study committee is an appointed board and is not required to bring the proposed charter before voters. A government study committee is able to act as a charter committee, as is this committee. It is the intent of the Holbrook Town Government Study Committee to bring the proposed charter before the voters for approval.

Mr. Costa provided members with a town organizational chart updated to indicate town employees and board appointees as they exist in FY2012.

The committee will spend February, March, and April meeting with department heads, any interested citizens and other town employees and appointees, seeking their input in the charter. Letters will be sent to department heads, and public notices will be posted to inform and invite those interested.

It was noted that it will take approximately one month for the Attorney General to review the charter prior to its being presented at Town Meeting.

Mr. Gallagher suggested we contact the Collins Institute for advice on how to proceed. Mr. Phelan had cc'd both Mr. Costa and Mr. Digiacoimo on his email to Mr. Collins following the 1/4/2012 TGSC meeting, and had forwarded a copy of the proposed charter to him. Mr. Costa will follow up with a phone call.

The ten articles of the proposed charter were briefly reviewed, with suggestions for more complete examination and revision. This will be done during four or five meetings between February and April. Public input will be solicited. Version 4.0 of the Charter will be the basis of the committee's review, and will be posted on the town's website.

The committee's final report will be updated with an addendum to include what has transpired since the previous committee was disbanded, making the report current.

A tentative schedule for meetings with town officials and department heads was set:

**Feb 8<sup>th</sup>** – Invited guests: Town Moderator and Town Clerk. Mr. Mann suggested the committee also invite Town Counsel and former Town Moderators for their input. Article 2 of the Charter will be reviewed at this meeting.

**Feb. 22<sup>nd</sup>** – Invited guests: other elected and appointed officials, Articles 3 and 4 will be reviewed.

**March 7<sup>th</sup>** – Invited guests: Town Administrator, previous Town Administrator. Review of the proposed Town Manager's position; Article 5 will be reviewed.

**March 21<sup>st</sup>** – The administrative organization of the town will be examined. Article 6 will be reviewed.

**April 4<sup>th</sup>** – Articles 7, 8, 9, and 10 will be reviewed.

Mr. Mann offered to send information to the Holbrook Sun and post schedule on the Holbrook Cable channels the week(s) prior to meetings. Mr. Digiacoimo suggested the committee consider starting a Facebook page to make information available as well.

The meeting was adjourned at 8:00 PM.

Next scheduled meeting: Wednesday, February 8<sup>th</sup> at 7:00 PM.