

Town of Milton
Town Government Study Committee
October 4, 2012

The Town Government Study Committee met on Thursday, October 4, 2012, in the Blute Conference Room. The following members were present: Chairman Rick Neely, John Cronin, Ewan Innes, Rob Gatnik, Michael Joyce, Mary McNamara, Leroy Walker and Katie Conlon. The following members were absent: Annemarie Fagan and Marvin Gordon.

Chairman Neely called the meeting to order at 7:12 p.m.

On a motion duly made and seconded, the Committee voted 6-0-1 (Mr. Innes abstaining) to approve the minutes of its September 13, 2012 meeting.

Chairman Neely reported on a meeting that he had with the School Committee in which he reported on the overall work of the Committee and its preliminary financial and information technology recommendations.

The Committee discussed a proposed PILOT recommendation drafted by Messrs. Gatnik and Joyce. The recommendation calls for the Board of Selectmen to develop and implement a program under which non-profit institutions in Milton would make regular PILOT payments and to report annually to Town Meeting on the Board's efforts to obtain such payments. Jim Henderson, a member of the Board of Assessors, appeared before the Committee to report on the Board of Assessors' recent discussions concerning PILOT payments made by some non-profit institutions in Milton and the possibility of seeking PILOT payments from other non-profit institutions. Following discussion, on a motion duly made and seconded, the Committee voted 7-0-1 (Ms. Conlon abstaining) to approve the recommendation.

The Committee reviewed Mr. Walker's revised description of duties and qualifications for the Town Administrator position. Mr. Walker summarized the changes that he made to the initial draft. Members shared their views on the proposed enhanced duties of the Town Administrator in the areas of hiring and firing employees, budget preparation and serving on boards and committees. The consensus of the Committee was that the enhanced duties should be recommended to the Board of Selectmen for consideration. Members suggested minor changes to the job description. It was agreed that Mr. Walker will revise and recirculate the description to the Committee before submitting it to the Board of Selectmen. On a motion duly made and seconded, the Committee voted 8-0-0 to approve the proposed job description for the Town Administrator, subject to Mr. Walker making the changes discussed at the meeting and circulating the revised draft to the Committee for final review.

The Committee voted 8-0-0 to approve a revised information technology recommendation, which recommends that the Board of Selectmen and the School Committee retain an experienced IT consultant to perform a comprehensive analysis and organizational assessment of the Town's and the Schools' technology infrastructure, staffing and hardware and software inventory and to develop a technology strategic plan. The recommendation lists four minimum requirements for a strategic plan as well as minimum qualifications for the consultant.

The Committee deferred action on a proposed governance recommendation.

Ms. Conlon reported on, and the Committee briefly discussed, research regarding the composition and size of planning boards in other towns. She will explore further the role of appointed alternate members of planning boards in some other towns and report back to the Committee.

On a motion duly made and seconded, the Committee voted unanimously to adjourn at 8:59 p.m.

Submitted by:

Katie Conlon
Secretary
October 20, 2012