

Town of Milton
Town Government Study Committee
September 13, 2012

The Town Government Study Committee met on Thursday, September 13, 2012, in the Cronin Conference Room. The following members were present: Chairman Rick Neely, John Cronin, Rob Gatnik, Marvin Gordon, Michael Joyce, Mary McNamara, Leroy Walker and Katie Conlon. The following members were absent: Annemarie Fagan and Ewan Innes.

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

On a motion duly made and seconded, the Committee voted 7-0-0 to approve the minutes of its August 23, 2012 meeting.

Chairman Neely reported that the Board of Selectmen asked the Committee to nominate a member to be appointed to the Town Administrator Search Committee (the "Search Committee"). He noted that Mr. Walker had already been appointed to the Search Committee by the Selectmen. A motion was duly made and seconded to nominate Chairman Neely to the Search Committee. However, the Chairman declined the nomination due to time constraints. On a motion duly made and seconded and following discussion, the Committee voted unanimously to nominate Ms. McNamara as its representative to the Search Committee.

Mr. Walker distributed a draft description of duties and qualifications for the Town Administrator position. He noted that the proposed increased duties would strengthen the Town Administrator's role in town government and make the position similar to that of a Chief Administrative Officer. The Committee discussed the duties and qualifications. Mr. Walker will revise the draft, which the Committee will discuss at its October 4 meeting.

The Committee discussed a proposed financial recommendation written by Chairman Neely. The recommendation calls for the Board of Selectmen and the School Committee to request that the Massachusetts Department of Revenue, Bureau of Local Services provide a financial management review utilizing a team approach to interview Town finance and information technology officials and the elected boards to whom they report. The recommendation proposes several items to be included in the review team's written report. On a motion duly made and seconded, the Committee voted unanimously to approve the recommendation.

Mr. Gatnik and Mr. Joyce presented a draft recommendation on the topic of PILOT payments. Following discussion, it was agreed that Mr. Gatnik and Mr. Joyce will revise the recommendation and present it at a future meeting.

The Committee deferred action on a proposed governance recommendation drafted by Ms. McNamara.

The Committee discussed a proposed information technology recommendation drafted by Mr. Walker. The recommendation calls for the Board of Selectmen and the School Committee to 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. On a motion duly made and seconded, the Committee voted unanimously to approve the recommendation.

The Committee will meet on October 4 and October 25 at 7:00 p.m. On a motion duly made and seconded, the Committee voted unanimously to adjourn at 9:08 p.m.

Submitted by:
Katie Conlon, Secretary
September 28, 2012