

Town of Milton – Town Government Study Committee

April 17, 2014

Milton High School Supt. Conference Room

The Town Government Study Committee (hereinafter “The Committee”) met on Thursday, April 17, 2014 in the Superintendent’s Conference Room of the Milton High School. Members Rick Neely, Leroy Walker, Peter Mullin, Kathryn Fagan, Mary McNamara, Marvin Gordon and John Cronin were present.

Chairman Neely called the meeting to order at 7:09 p.m.

MINUTES OF PRIOR MEETING – On a Motion duly made and seconded, the Committee VOTED unanimously to approve the Minutes of the Meeting of March 24, 2014 as submitted by Kathryn Fagan

THE COMMITTEE’S CHARGE – Chairman Neely read the The Committee’s charge by the Selectman from the town of Milton FY2013 Annual Report as follows: “The Committee shall study the operation and structure of all departments and offices of Town Government with its goal being to recommend changes, if any, that would affect economics or increase efficiency including but not limited to the form of town government in Milton, potential benefits from regionalization or certain town services or town departments, potential benefits of enhanced technology to improve operating efficiency and service consolidation of certain operations and or departments within Town Government. The committee shall submit a written report to the Board of Selectmen by Decenter 1 of each year.” Further, Article 1 of the October 28, 2013 Town Meeting charged that “The Committee shall submit a written report to the Board of Selectmen, Town Moderator and Town Meeting by December 1 of each year and complete December 1, 2016. The Committee may submit articles for inclusion in any special or annual town meeting warrant.”

DECISION CRITERIA – Mr. Walker proposed and The Committee accepted four screening criteria The Committee will use to evaluate proposed ideas:

Does the proposed focus and outcome...

1. Increase revenue?
2. Reduce Cost?
3. Increase productivity without increase cost?
4. Increase real or perceived ‘value’ (improvement of coordination between departments / positions lesser time commitment, reduced frustration levels, improvement of quality of service, etc.)?

AREAS OF FOCUS – The Committee reviewed the long list of potential topics to be considered and discussed which they would like to include in The Committee’s work.

Mr. Cronin described the history of our Town Administrator originally being modeled on Brookline’s and proposed adding the role of the Town Administrator to the list - ADDED

Mr. Gordon proposed to add consolidation of three departments; Parks and Recreation, Cemetery, Department of Public Works. Discussion ensued about prior issues that had addressed including their Capital intensive nature, potential benefits of sharing equipment while balancing surges of work that

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occur such as preparing baseball fields in the spring while simultaneously patching potholes created during winter. This consolidation had been discussed during by the Consolidated Facilities Department Committee work but was dropped from consideration – ADDED.

Mr. Gordon described that a successful technique in prior years had been to make such a consolidation upon the retirement of an affected department head. He also asked if The Committee should publicize its work more in order to increase awareness among the citizens and increase the number of good ideas for The Committee to consider.

Mr. Walker noted that the Consolidated Facilities Committee was unable to provide a workshop for the department's operations.

Mr. Gordon proposed reviewing the Town's Investment Management – ADDED

Mr. Hiss proposed reviewing the town's Information Technology. Mr. Walker noted that the Warrant Committee will recommend to Town Meeting funding a consultant to review the operation of IT in all town departments – ADDED

Mr. Walker proposed a thorough review of Milton's operations submitted in a report to The Committee by the MA Department of Revenue – ADDED

Mr. Cronin proposed discussion of Shade Tree Planting – ADDED

Mr. Mullin proposed a review of the role of the Warrant Committee. ADDED

Mr. Neely proposed consideration of a consolidated Chief Financial Officer function – ADDED

Mr. Cronin proposed discussion of an in house attorney – ADDED

Mr. Neely proposed a Customer Service function similar to other cities 311 phone service - ADDED

Mr. Hiss proposed town-wide grant writing to increase revenue – ADDED

Ms. Fagan proposed review of the town's Human Resources function – ADDED

NEXT MEETING: Members agreed that the next meetings of The Committee will take place on Tuesday May 13, 2014 (Review of the Department of Revenue Report), Tuesday May 27, 2014 ad Thursday June 5, 2014.

On a Motion made and duly seconded, the Committee voted unanimously to adjourn at 9:15 p.m.

Submitted by:

Robert G. Hiss

May 10, 2014