

Milton Town Government Study Committee
Minutes
April 20, 2016 Meeting

Present were Richard Neely, Peter Mullin, John Cronin, Leroy Walker, Marvin Gordon and Mary McNamara. Absent were Kathy Fagan, Robert Hiss and Philip Matthews.

Chairman Neely called the meeting to order at 7:06 PM.

A motion was made and seconded to approve the Minutes for the meeting of March 31, 2016. These minutes were approved by a vote of 5-0 (M. Gordon was absent for the vote) with two corrections: the date on page 1; inserting "invitations for bids" and removing "request for information" (line 3 of page 2).

Report of the Finance Subcommittee: Leroy Walker distributed organizational charts for several towns (Winchester, Norwood, Wellesley, Hingham). An additional handout concerning "span of control" was also distributed. The various organizational charts were compared to both the theory of span of control and Milton's current management and distribution of authority.

It was noted that the Wellesley Town Government Study Committee recommended the institution of a strong town administrative position which later was defeated at the ballot box. Overall, the discussion of "span of control" emphasized the need to manage municipal resources in a more productive way, combining functions and positions whenever possible. In the Town of Brookline, the Director of Finance and the Treasurer Collector have been combined into one position leading to a very detailed, all-encompassing job description which may or may not be feasible in a smaller town such as Milton.

Report of Chief Procurement Officer Subcommittee (CPO): Peter Mullin provided a handout detailing information obtained from an interview with T A Annemarie Fagan. The Joint Town/School Consolidation Committee has recommended a Chief Procurement Officer position. Ms. Fagan presented this recommendation to the Personnel Board which took the position that a CPO should be part of a larger reorganization of the Town's Finance Department. The detailed notes of the interview dated April 6, 2016 elaborated on the Town's current purchasing situation (each department makes its own purchases) and a discussion of the feasibility of a part-time CPO. The Town auditors have recommended a CPO function for many years and, while the Consolidated Facilities Director certainly has consequential knowledge and ability in this area, his function as a Procurement Officer has been limited to the CF Department.

There is some uncertainty about whether the new software system, effective July 1, 2016, will be helpful in implementing an acquisition and purchase order system. The major issue seems to be whether the CPO position should be a part-time position (perhaps shared with another town, as the Veteran's Agent position is now defined) or a full-time position. The Town Administrator has indicated she would support a part-time position based in the Town Hall. The Committee discussed whether the CPO position should be established as an independent entity through a Warrant article, or if it should be included as part of a complete reorganization of the Town's financial positions. The Town auditors have emphasized that not only is the CPO position

important to the Town's financial health, but that it should be established in coordination with an encumbrance system which would allow better management of the Town's finances.

Report of Legal Services/Town Counsel Subcommittee: Member Robert Hiss was not present; this report was postponed until the next TGSC meeting.

Chairman's Report on Prior Approved TGSC Recommendations: Discussion ensued about the ongoing search for a Town police chief. Under the new strong Town Administrator Act (passed by the state legislature in late March 2016), the Town Administrator is to appoint the police chief after receiving recommendations by the Search Committee. However, the new by-law remains at this time with the Attorney General's office, awaiting approval. In addition, a Special Act is needed in order to correct the enabling legislation concerning the appointment of the police chief. This would correct the current by-law which gives authority for appointment of the police chief to the Board of Selectmen. This Special Act is still pending in the State legislature. Once passed, it will give authority to appoint the police chief specifically to the Town Administrator. It was noted that the Town Administrator can appoint a temporary police chief so long as the appointee is from the current ranks. Because only one of the three legislative pieces are in place concerning the strong Town Administrator/Police Chief hiring authority, Town Counsel has advised the TGSC Chair that it is still the authority of the Board of Selectmen to appoint the police chief.

The TGSC Chair reported that the Town Administrator Search Committee has met (Rick Neely is a member) and has been developing a job description for advertisement of the position. At this time there is no discussion about hiring a consultant to aid in the Town Administrator search.

The Chair reported that the legislation concerning the change in the make-up of the Board of Selectmen to five members has been filed but apparently has not begun the move through the legislative process. The Chair will investigate and report to the TGSC at the next meeting.

Report of the Personnel Board Subcommittee: John Cronin spoke with Personnel Board member Michael Reardon. Mr. Reardon's view of the function of the Personnel Board seems to be strategically different than that of the current Personnel Board Chair. Mr. Reardon sees the Personnel Board as an extension of both Town Meeting and the Warrant Committee and advocated for the need of the Personnel Board to continue its function of classifying and reevaluating positions, and providing a forum for a grievance procedure (even though the Personnel Board's function as an arbitrator of grievances has not been utilized in years).

Mr. Cronin also reported that Mr. Reardon believes that the Personnel Board can support the Town Administrator in collective bargaining negotiations. Mr. Cronin recommended that the Personnel Board Subcommittee should meet with the Personnel Board or that the TGSC invite the full Personnel Board for a detailed discussion of its future role.

The next meeting is scheduled for Tuesday, May 10, 2016 at 7:00 p.m. A motion to adjourn was made and seconded; the meeting adjourned at 8:20 p.m.

Respectfully submitted,

Mary E. McNamara

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April 25, 2016