

**Government Study Committee  
Meeting Minutes  
Monday, November 1, 2010  
Norwell Town Hall**

In attendance: Betsy Gordon; Don Shute; Daniel Collins, Paula White, Eric Russo

1. **Administrative Issues** – Betsy Gordon asked the committee to review all our past minutes for information or content that is incorrect. The committee unanimously voted to post meeting notes on line through the town website. The accepted minutes will be accessible to anyone through the town clerk. Meeting notes would summarize what happened at each meeting.

2. **Marketing of Public Meetings**  
The committee is going to post the public meeting flyer at various places around town. Locations for posting were split among the committee members.

3. **Approach and Process for reviewing materials**  
Committee members discussed different procedures for tackling all the information that has been gathered thus far.

It was decided that we would categorize the information under one of the following subjects:

- Town Manager vs. Town Administrator
- 3 member BOS vs. 5 member BOS
- Term Limits
- Stipends
- Elected vs. Appointed
- Structure of Committees
- Communication
- Human Resources
- Nominating process
- Coordination of resources
- Separation of Power via checks and balances
- Efficiencies
- Accountability

Each committee member will provide their own summary of each category. Then the members will discuss and assign a procedure for each subject area including:

- Summary of Opinion – summarize the pros and cons that the committee heard during the interview process.
- How to address the issue – Decide where is the best place in government to suggest a change be it by-law, charter, job description, or suggestion to the Selectmen.
- Timing – Produce an article for this year’s warrant, next years, or suggest further study
- Policy – Write the policy that outlines the suggested change in each subject area.
- Structure – Define where in the government structure will the change take place.

**4. Outside Meeting Work**

Dan Collins will contact town council to understand the procedures for changing a town charter, by-law or job description.

Don Shute will research the implications of the State's pension plan changes that were voted into effect last year. Don will also find out if there is a state definition of legal resident, and He will invite Norwell's building inspector to the next meeting

Eric Russo will research the process of posting committee notes online

Betsy Gordon will contact town Selectmen John Mariano in order to set up a meeting.

Paula White will contact town Moderator Bill Coffey to extend an invitation to our next public meeting.

**5. Adjourn**

The meeting was adjourned by unanimous vote.

**8. Next Meeting**

The next meeting of the Government Study Committee will take place on Wednesday, November 10, 2010.