

Ad Hoc Government Study Committee (Westborough, MA)

Minutes of January 23, 2008 (Approved February 6, 2008)

Present: John E. Arnold, Brigitte Casemyr, Sue Abladian, Thomas Shea, Manohar Vichare, Christopher Senie, Kris Allen

Chairman T. Shea called the meeting to order at 7:07 p.m. The minutes of December 19, 2007 were approved with the correction that Management Information System being substituted for “infrastructure” (Chris Senie moved, and Ashok Vichare seconded).

The Committee affirmed the timeline for presentation of the Government Study Committee’s Final Report to the Selectmen. The Chairman will present the document at the Selectmen’s February 12 meeting and will invite the Board’s comments and questions at when the Government Study Committee returns to the February 25 meeting. To finalize the report, the Committee will meet on January 30 and February 6 at 7 p.m. Brigitte K. will make eight copies of the report for distribution to the Selectmen, Town Coordinator, and the BOS file.

A careful review of changes to the proposed Charter as indicated in the minutes of January 9 was then undertaken. For section 3-1 (a) Elected Officers, the addition of Commissioners of Trust Funds was questioned. Chris Senie will research the Mass. General Laws to determine whether the Commissioners of Trust Funds must be elected and inquire whether it is acceptable for the Town Treasurer to be appointed to this position as one of the three Commissioners.

Revisions beyond those noted in the January 9, 2007 minutes:

Under Section 5-2 (a)

- **Cultural Council** (instead of Commission) should be added to this list appointed by the Selectmen.
- **The Youth Commission** will be listed with the notation: (known as Westborough Youth and Family Services).
- The Town Counsel needs to supply the name of the state agency that the **Animal Control Officer** is nominated to by the Board of Selectmen.

Under Section 7-8

The word “**good**” should be inserted to read “good cause.” Brigitte K. noted that according to Town Counsel Greg Franks, the legal interpretation of Town employees includes elected and appointed officials.

Section 8: It was recommended that the entire Section 8 be deleted because it relates to the transition from previous charters to the 1974 Charter and is now no longer relevant or necessary. John Arnold will check with Town Counsel to determine if this is advisable.

Section 3-6 Planning Board:

There was a recommendation to add a **Section 3-6 (c) Appointments:** The Planning Board shall appoint the Design Review Board (ATM1997ξArticle 26).

Similar language would be added to **Section 5-2 (a)** to read:

“In accordance with the planning and design approval function of the Planning Board, the Planning Board will appoint the following board:

- Design Review Board.”

The Committee then reviewed the new sections of its Final Report.

Revisions for the **Executive Summary**, drafted by John Arnold, include

- The first paragraph: delete “the task of”. The last sentence will read: “This report presents all of the Committee’s recommendations; most of these are in the form of proposed Charter changes.”

- Third paragraph, last sentence: replace “government” with “legislature” to read: “its current form of legislature: the Open Town Meeting.”

- Fourth paragraph: First sentence to read:

“The most noticeable recommendation is to redefine the role of Town Coordinator to that of a Town Manager.”

- Second sentence: change “the recommendations” to “those” related to...

Last sentence: Break into two sentences. Final sentence: “This management team...:

- Fifth paragraph: Delete the last sentence. John A. will rework the final sentence in the Executive Summary.

Recommendations for Future Consideration:

K. Allen will revise the text with additions of the MIS function and Positions with Dual Roles. The Human Resources section will be broadly worded to review the Human Resources function for its efficiency. Review of the Personnel Board’s role will also be advised. The Strategic Review of the Town’s Needs and Services section will be reworded, as well Considering Periodic Review of the Town’s Charter. (see attached).

Final Report Completion: The former Executive Summary will be renamed “The Introduction.” Brigitte C. will complete the “At a Glance Section.” John Arnold will make the revisions into the Executive Summary. Chris Senie volunteered to incorporate all the recommended changes into the most recent version of the Town Charter, which includes the language voted at the 2007 Town Meeting and approved by the State Legislature.

A motion to adjourn by Ashok Vichare and seconded by Chris Senie was passed unanimously at 9:35 p.m.

Respectfully submitted,
Kristina Nilson Allen, clerk