

Ad Hoc Government Study Committee (Westborough, MA)

Minutes of February 6, 2008

Approved 3-12-08

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

The meeting was called to order at 7:10 p.m. by Chairman Shea. John Arnold made a motion, seconded by Sue Abladian, that the minutes of January 9 be approved, and all voted in favor. John Arnold also moved to approve the minutes of January 23 and Chris Senie seconded the motion. These minutes were unanimously approved. Copies of the approved minutes will be sent to the Selectmen's Office for posting on the Town's website, and a copy will be delivered to the Town Clerk's office.

The meeting focused on reviewing the revisions to the Charter and Final Report made as a result of the working session of three members on January 30. The Committee reviewed the Final Report as revised by John Arnold and edited by Kris Allen, and the Charter as edited by Chris Senie. Besides corrections in grammar and typos. the following changes were approved:

New Edits to the Final Report:

Cover: The footnote annotations will be replaced by explanatory phrases after the committee member's name:

Tom Shea (Chairman)

Brigitte Casemyr (Secretary until resignation on Dec. 19, 2007)

Kristina Allen (Secretary as of Dec. 20, 2007)

John E. Arnold, Advisory Finance Committee Representative

Christopher Senie

Manohar Vichare

George Barrette, Board of Selectmen Chair and Representative (until November 14, 2006)

Sue Abladian, Board of Selectmen **Chair and Representative** (as of November 15, 2006)

Introduction

3rd paragraph, first sentence: to end with "**and length of term.**"

B. Recommendations for Structure and Organization

1st paragraph:

First sentence to end with: 800 employees, including **the School Department.**

Last sentence to read: **A clear definition of roles** and a well-defined management structure **avoids confusion**, particularly...administrators.

Board of Selectmen as Chief Executives

3rd paragraph, last sentence to read: The Committee acknowledged **that leadership of** the Town's

Responsibilities: Board of Selectmen

On the list under “Appoint the following Boards...

- Board of Health (**currently appointed by Town Coordinator**)

Retain

- Water Resources Management Committee.

Responsibilities: Town Manager

1st sentence to read: The role of **Town Manager (replacing Town Coordinator)** is **defined** as the Town’s chief administrative officer.

2nd paragraph, 4th bullet, Examples: end of sentence

Add Council on Aging **and Board of Health**.

4th paragraph, appointments of administrative personnel bullets:

Delete Parking Clerk/Hearings Officer.

5th paragraph: appointments now made by the BOS, third bullet:

●**Insurance Advisory Committee** (Chris Senie will check M.G.L. c32B to determine whether the Town Manager is allowed to make this appointment. If not, the Insurance Advisory Committee will be listed under the Board of Selectmen appointments.)

Added section on Key Personnel Appointments:

1st paragraph: Delete last sentence - “Appointing authorities....respective departments.”

2nd paragraph: first sentence to read: “the same way as **its** initial appointment.

Two last sentences to read: However....up to a total of four, three-month periods (for **a maximum of one year**). **The** acting position will cease...

3rd paragraph: **Delete last sentence.** The Town manager....if he/she so desires.”

Processes Related to Boards, Commissions and Committees

Under (4) Term Limits: To read:

The appointment of the same individual to any **specific** appointed board Board, Committee, or Commission shall be limited to a maximum of three (3) consecutive terms. **However, the individual becomes eligible for reappointment to that body** after one year.

Removal (approximation of new language)?

The Committee considers attendance to an appointed committee very important.

Therefore we recommend that a Board, Committee, or Commission may initiate removal of a member if that member has failed to attend four (4) or more consecutive meetings of the member’s Board, Commission, or Committee.

Transitional Provisions:

First sentence to read: Article 8...was written to allow the Town to continue **to function properly while the revised Town Charter (adopted on March 4, 1974) was fully implemented.**

C. Retained Structure and Process

Under Open Town Meeting vs. Representative Town Meeting

3rd paragraph: Retain original wording

Under Open Town Meeting:

Last sentence to read: ...it actually **is** not possible

Under Recommendation.

1st paragraph, next to last sentence to read:

The Government Study Committee recommends that **everyone continues** the efforts to streamline...

E. For Future Review

Under Review the Town's Human Resources Function

1st sentence to read:

The Committee feels **that the Town should explore** the enhancement....

3rd paragraph to read: It has been suggested that the Human Resources **function should be studied by an appointed committee with representatives from** the Board of Selectmen...

Clarify Dual Roles and Responsibilities

First sentence: **delete (c)** one person serving as Fire Captain...Director.

This has not led....practice be **disallowed. However**, the Committee..

Review the **Town's** Management Information **Systems**

1st sentence: Delete function.

CORRECTIONS TO THE CHARTER were read by Chris Senie and discussed by the Committee members with minor changes.

Section 3-10 Commissioners of Trust Funds:

added "for terms of three years" to replace three, 3-year terms.

Section 5-2 a Elected Officials.

Add under appointments of Selectmen:

Water Resources Management committee

Westborough/Shrewsbury Wastewater Treatment Plant Board (complete name)

Insurance Advisory Committee (if Mass.General Laws so specify)

Section 5-3 c Town-wide Management Team:

- 1) First sentence. Change administrative staff to Town Manager's "management team."

Section 5-3 d 2 Filling vacancies: second sentence:

Change to a maximum of one year. To read: may appoint an acting Key Personnel or Department Head for up to a total of four, three-month periods (for a maximum of one year.)

John Arnold made the motion, and Sue Abladian seconded, that "The Committee accept the current version of the Final Report and the proposed Charter changes for presentation to the Board of Selectmen, with the provision that any nonsubstantive changes, such as typographical errors and formatting, subsequent to this vote may be incorporated by Committee members preparing the document for submission to the Board of Selectmen on February 12. The appointing authority of the Insurance Advisory Committee will be adjusted if necessary."

The motion was approved by unanimous vote and rousing cheers.

The Committee discussed its presentation of the Final Report, including the version of the Charter with the proposed recommendations, at the Board of Selectmen's meeting in Open Forum on February 12. Chairman Shea will introduce the report. He will emphasize the importance of reading the Final Report in order to understand the process and recommendations best. The Committee members also agreed that they would be willing, if asked by the Selectmen, to continue to serve on the Committee to implement the proposed recommendations to the Charter. Members, however, were not willing to undertake researching the recommendations for further Charter review as indicated in the Final Report, Section E.

Manohar Vichare moved to adjourn the meeting and Chris Senie seconded. All voted in favor and the meeting was adjourned at 9:50 p.m.

Respectfully submitted,

Kristina N. Allen, clerk