

Ad Hoc Government Study Committee (Westborough, MA)
Minutes of June 20, 2007

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

Absent: Sue Abladian

Chairman Shea called the meeting to order @ 7:10 pm, and proceeded with the review of the topics that the committee had prioritized at an earlier meeting, with the view to include recommendations on these topics in its final report to the Board of Selectmen. These topics are:

1. Legislative structure
2. Elected Officers of the town
3. Town policy/vision/directions vs. administration
4. Town Coordinator/Manager as Chief Financial/Operating Officer
5. Appointing/hiring authority not explicitly documented in Town Charter or By-Laws
6. Human Resources position
7. Readability improvements to the Town Charter

He informed the committee that he will follow up with the Assistant Town Coordinator regarding the roles and responsibilities of a possible full time Human Resource Officer vs. a Personnel Board. T. Shea then left the meeting at 7.30pm, with J. Arnold charged with conducting the remainder of the meeting. J. Arnold called for a review of outstanding minutes.

- K. Allen made a motion to approve the minutes of March 21st, M. Vichare seconded the motion, approved five to nothing.
- B. Casemyr made a motion to approve the minutes of May 2nd, C. Senie seconded the motion, approved five to nothing.
- M. Vichare made a motion to approve the minutes of May 23rd, C. Senie seconded the motion, approved five to nothing.

The committee members then returned to the working documents containing the prioritized topics and deliberated on process and course of action to move towards a set of recommendations. Several action items came out of these deliberations:

- Conduct one more outreach to the community regarding the town's legislative structure, as more input may be forthcoming now than town meeting is over.
- Ask Town Counsel Greg Franks if the town can amend its charter to require that the elected Town Clerk obtain his/her certification x months after his/her election.
- Find out the level of interaction between a Town Manager and a Board of Selectmen, possibly identify a model for delegation.
- Review the Weston Town Manager job description submitted by Town Counsel Greg Franks.
- Prepare a recommendation to make the Town Charter easier to read.
- Document other observations that the committee identified throughout its research, such as suggesting the formation of a Strategic Commission.

APPROVED
July 11, 2007

In preparation for the next meeting on July 11th, J. Arnold and C. Senie will review the working document in order to facilitate the future deliberations, and assigning topics to a specific committee member.

B. Casemyr confirmed that the minutes of 4/4, 4/18 and 6/6 were in progress.

B. Casemyr made a motion to adjourn. M. Vichare seconded the motion. The motion passed with a unanimous vote and the meeting was adjourned at 8.40 pm.

Submitted,
Brigitte Casemyr, Secretary