

TOWN GOVERNANCE STUDY COMMITTEE

Northfield Town Hall

Location

11 September 2018

Date

7:00 PM

Time

Meeting Minutes

Members Present:

Brian Brault, Barbara "Bee" Jacque (Clerk), Robert MacEwen, Tammy Pelletier (Chair),
Bernie Porada, Jeremy Underwood

Others Present: none

Meeting began at 7:05 PM

1. Reviewed minutes from August 29, 2018:

- Noted correction: Edited out personal info re: meeting absence
- On a motion by Brault, seconded by Porada, voted to approve corrected minutes

2. Old Business:

- Discussed consolidated list of questions for soliciting feedback, as well as target audiences: Selectboard, Department Heads, interim Town Administrator, Boards & Committees, Senior Center, Public/Citizens.
- Given discussion, Jacque will condense the few remaining overlapping questions and make minor revisions to wording. Revised document will be distributed (but not discussed) to Committee members via email.

4. New Business:

- Discussed next steps to begin process of getting feedback: Pelletier will follow up on scheduling meetings with Selectboard and interim Town Administrator.
- Received list from MacEwen of relevant topics in *Handbook for Massachusetts Selectmen, Third Edition* (published by Massachusetts Municipal Association © 1998). Review and discuss at next meeting:
 - Page 1, 5th paragraph, independent elected bodies
 - Page 1, 7th paragraph, selectboard member sizes
 - Page 2, 1st paragraph, boards' authority, **Executive Function**
 - Page 3, 4th paragraph, **Coordination and Strategic Responsibilities**
 - Page 23, **Studying Local Government**
 - Page 60, *Town Accountant, Treasurer, Collector of Taxes or Town Collector, Assessors*

5. Meeting time/schedule:

- Next meeting is Tuesday, September 25 @ 7 PM

7. On a motion by Jacque, seconded by Brault, voted to adjourn @ 8:16 PM



Recorded by Barbara L. Jacque Clerk