

# TOWN GOVERNANCE STUDY COMMITTEE

**Northfield Town Hall**

**February 6, 2019**

**6:30 PM**

*Location*

*Date*

*Time*

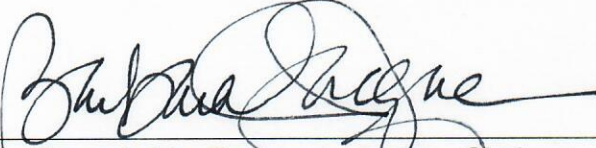
## Meeting Minutes

Members Present: Barbara "Bee" Jacque (Clerk), Robert MacEwen, Tammy Pelletier (Chair),  
Bernie Porada, Jeremy Underwood

Others Present: Andrea Llamas, Town Administrator

Meeting called to order by Pelletier at 6:33 PM

1. Public Comment: none
2. On a motion by Porada, seconded by Pelletier, voted to table review of minutes from January 31.
3. Met with Andrea Llamas, Town Administrator:
  - The Committee welcomed Ms. Llamas to Northfield and then reviewed input/feedback received from Northfield employees & citizens via survey and public information session in late 2018. This included support for the position but the desire for longevity, consistency, and experience in a town administrator. Also, concern for better communication within & outside of Town Hall and consistent use of personnel policy, e.g., evaluations.
  - We described/discussed the 4 major recommendations from the 2013 committee and feedback received from administrators in other towns re: 3 vs. 5 Selectboard members. As the long-time chair of the small town administrators organization in Massachusetts, she confirmed the trend toward appointing (vs. electing) positions involving finance (e.g., payroll, accounts payable).
  - She described her efforts to create a finance team as well as to become familiar with positions, job descriptions, board, and committees in Town of Northfield. There are many committees for our size town but she is impressed by the number of active citizens on the various committees. She showed a large chart in progress which shows relationships between voters, Town Clerk, Selectboard, Town Administrator, town employee positions, and boards and committees.
  - She advised the Committee to clearly articulate the rationale for any change. We discussed our current understanding of the tasks and time table leading up to Town Meeting (and beyond) should a warrant be proposed for Town Meeting.
4. Old Business:
  - Underwood will follow up with Dalton town administrator re: timing & time table they used for 3 vs. 5 Selectboard members.
5. New Business: none
6. Meeting time/schedule:
  - Wednesday, February 20 @ 7 PM — Review "straw man" of Final Report
  - Wednesday, February 27 @ 7 PM — Continue review "straw man" of Final Report if needed
7. On a motion by Porada, seconded by Underwood, voted to adjourn @ 8:35 PM.



Recorded by Barbara L. Jacque, Clerk