

TOWN GOVERNANCE STUDY COMMITTEE

Northfield Town Hall

Location

10 October 2018

Date

7:00 PM

Time

Meeting Minutes

Members Present:

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

Others Present: none

Meeting began at 7:02 PM

1. Reviewed minutes from September 11, 2018:

- On a motion by Brault, seconded by Stevens, voted to approve minutes

2. Old Business:

- Reviewed consolidated list (Rev 1.1) of questions for soliciting feedback, given use with interim Town Administrator during September 25th meeting.
- Discussed next steps in soliciting feedback:
 - Pelletier scheduled Selectboard to meet with Committee October 16th @ 5 PM.
 - Discussed how best to get through list of questions in an hour-long meeting with 3 Selectboard members — agreed to have Brault moderate/facilitate.
 - Jacque to send list of reformatted questions to Selectboard via Town Secretary.
 - Given number of people to contact, Brault will take "first slice" on list of Boards & Committees.
 - Given potential time impact on employees, Pelletier will ask interim Town Administrator re: procedure for approaching departments.
- Due to time constraints, this item is moving to a subsequent meeting: Review/discuss relevant topics from MacEwen in *Handbook for Massachusetts Selectmen, Third Edition* (published by Massachusetts Municipal Association © 1998).
 - 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*

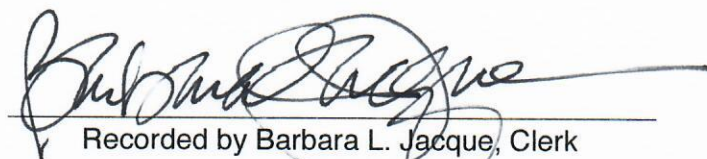
4. New Business:

- Discussed timeline of how & what to get done between now & Town Meeting (May 19th):
 - Pelletier will ask interim Town Administrator re: warrant article vs. final report deadlines
 - Should have action plan in place beginning of January

5. Meeting time/schedule:

- Next meeting is Tuesday, October 16, 2018 @ 5 PM (with Selectboard)
- Next meeting is Monday, October 29, 2018 @ 7 PM

7. On a motion by Porada, seconded by Underwood, voted to adjourn @ 8:30 PM



Recorded by Barbara L. Jacque, Clerk

October 29, 2018

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