

TOWN GOVERNANCE STUDY COMMITTEE

Northfield Town Hall

29 October 2018

7:00 PM

Location

Date

Time

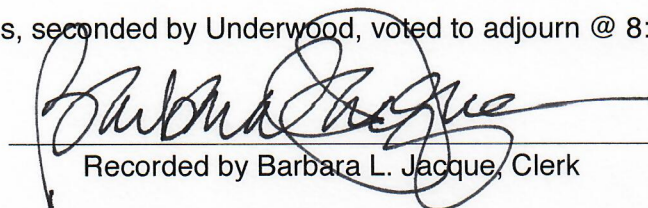
Meeting Minutes

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

Others Present: none

Meeting began at 7:02 PM

1. Public Comment: none
2. Reviewed minutes from:
 - October 10, 2018 — On a motion by Brault, seconded by Porada, voted to approve minutes
 - October 16, 2018 — On a motion by Underwood, seconded by Brault, voted to approve corrected minutes (clarified meeting time/schedule)
3. Old Business:
 - Discussed next steps in soliciting feedback:
 - Reviewed survey workflow & use of email alias for sending/receiving responses — Jacque to follow up with Town Secretary
 - Reviewed/revised cover letter + survey — Jacque to follow up on distributing via email & mail
 - Reviewed timeline assumptions & outstanding tasks:
 - Still need timeframe/dates for warrant article vs. final report deadlines (Pelletier)
 - Still targeting action plan for early January (Committee)
 - Informational session for Senior Center breakfast is Friday, January 25th (Stevens)
 - Due to time constraints, this item continues to move 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 how best to conduct Public Information/Input Session — Brault to moderate/facilitate, starting with free-form input from public and using List of Questions as needed to stimulate discussion. Primary focus of Committee is listening to input. Jacque will follow up on reserving room, posting List of Questions, and communication (nextdoor.com, Greenfield Recorder).
5. Meeting time/schedule:
 - Thursday, November 15, 2018 @ 7 PM Public Session — day/time subject to room availability
 - Thursday, November 29, 2018 @ 7 PM — tentative — confirm schedule availability via email
6. On a motion by Stevens, seconded by Underwood, voted to adjourn @ 8:09 PM



Recorded by Barbara L. Jacque, Clerk

December 13, 2018

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FINAL