

# TOWN GOVERNANCE STUDY COMMITTEE

Northfield Town Hall

November 29, 2018

7:00 PM

*Location*

*Date*

*Time*

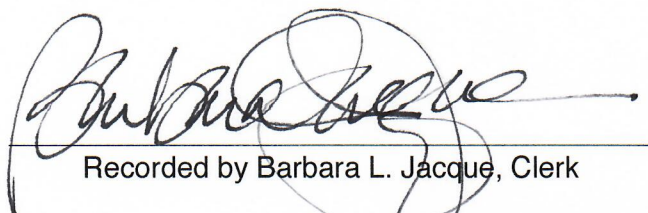
## Meeting Minutes

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

Others Present: Andrew Vernon

Meeting called to order by Pelletier at 7:03 PM

1. Public Comment: none
2. Reviewed minutes:
  - October 29, 2018: On a motion by Brault, seconded by Porada, voted to approve minutes.
  - November 15, 2018: On a motion by Brault, seconded by Pelletier, voted to table minutes until next meeting. Jacque will send out corrected minutes to Committee for review.
3. Old Business:
  - Distributed & reviewed survey responses. Jacque will collate/coalesce responses into one document and send out add'l requests for feedback.
  - Discussed Selectboard size (3 vs. 5) question — it needs more detail and research if we are to construct action plan in January. Draft questions we would like to ask other towns at next meeting.
  - Outlined tasks from prior agendas so Committee can create agendas for December and action plan in January:
    - Talk to Town Clerk re: any bylaw compilation effort(s). (Underwood)
    - Timeframe/dates for warrant article vs. final report deadlines. (Pelletier)
    - Informational session for Senior Center breakfast is Friday, January 25th. (Stevens)
    - Review 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 Jacque's experience with email set-up for Town Governance alias for surveys.
5. Meeting time/schedule:
  - Wednesday, December 12, 2018 @ 7 PM
  - Wednesday, December 19, 2018 @ 7 PM — Interview MacEwen as a Board chair & review topics from *Handbook* at this meeting.
6. On a motion by Underwood, seconded by Brault, voted to adjourn @ 8:40 PM.



Recorded by Barbara L. Jacque, Clerk

December 27, 2018

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FINAL