

# TOWN GOVERNANCE STUDY COMMITTEE

Northfield Town Hall

December 12, 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: none

Meeting called to order by Pelletier at 7:05 PM

1. Public Comment: none

2. Reviewed corrected minutes from November 15, 2018: On a motion by Underwood, seconded by Brault, voted to approve minutes as amended — clarified 2013 Town Governance Study Committee (TGSC) members were in the audience at the Public Input/Information Session.

3. Old Business:

- Reviewed rough draft of survey responses summary. Discussed bylaws & handbooks and Selectboard size (3 vs. 5) — they both need more detail and research and we are creating action plan in January.
- Outlined tasks from prior agendas so Committee can create 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*

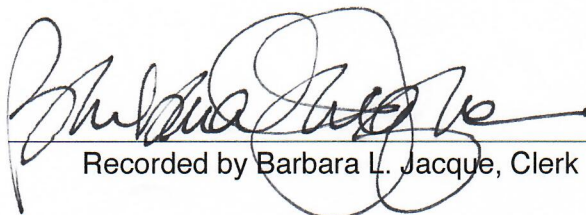
4. New Business:

- Outlined new tasks so Committee can create action plan in January:
  - Follow up with Interim Town Administrator re: suggested towns. (Porada, Pelletier)
  - Send questions for suggested towns to Jacque for collection/collation. (ALL)
  - Talk to Sam Richardson from original TGSC re: research approach. (Jacque)

5. Meeting time/schedule:

- Wednesday, December 19, 2018 @ 7 PM — Land Use Room, Town Hall — Agenda includes feedback from Robert MacEwen representing Board of Health, Tom Walker representing Highway Department, and Bethany Walker representing Board of Assessors.

6. On a motion by Brault, seconded by Porada, voted to adjourn @ 8:39 PM.



Recorded by Barbara L. Jacque, Clerk

December 27, 2018

Page 1 of 1

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