

# TOWN GOVERNANCE STUDY COMMITTEE

**Northfield Town Hall**

*Location*

**06 August 2018**

*Date*

**6:30 PM**

*Time*

## Meeting Minutes

### Members Present:

Barbara "Bee" Jacque, Robert MacEwen, Tammy Pelletier, Bernie Porada, Emily Walker  
(Clerk) (Chair) (Vice-Chair)

Others Present: Brian Brault, John MacDougall, Jeremy Underwood

Meeting began at 6:32 PM

1. No public comment
2. Reviewed minutes from July 23, 2018:
  - Noted correction: change "motion tabled" to "motion did not pass"
  - On a motion by MacEwen, seconded by Walker, voted to approve the minutes. Porada abstained because of absence from July 23rd meeting.
3. Discussed documents for review and received notebooks from MacEwen:
  - Clarified that the October 2013 Final Report "booklet" received at the July 16th meeting is the same as found in the notebooks from MacEwen.
  - In addition, the Town Clerk has posted the Final Report on the town website:  
<https://www.northfieldma.gov/sites/northfieldma/files/uploads/tgscfinalreport2014.pdf>
  - Jacque took an action item to photocopy minutes from first Study Committee.
4. Discussed Citizen Interest forms for two/2 Committee openings:
  - Per **Section 2.2 Committee Application Procedure\***, Jacque contacted the 3 remaining Interested Citizens: two responded and are present; one did not respond.
  - Porada interviewed Jeremy Underwood (follow-up to July 23rd meeting).
  - The Committee interviewed Brian Brault and John MacDougall.
  - The Committee discussed the selection process and whether to vote. Jacque read from **Section 2.3 Appointment\***: *The appointing authorities carefully consider [...] application form, verbal expressions of interest and recommendations by committees. Selections are based on current committee composition, qualifications, experience, recommendations, attendance records and previous performance, when available.*
  - The Committee identified experience (work, committee, and communication), knowledge of town, and commitment as important to rounding out the Committee membership.
  - On a motion by Porada, seconded by MacEwen, the Committee voted to appoint Brian Brault and Jeremy Underwood. Pelletier will contact the Town Secretary to formally notify.

\* **The Town of Northfield Committee, Commission & Boards Handbook, 2015**
5. Discussed meeting time/schedule:
  - Next meeting to be Monday, August 20 @ 7 PM
6. On a motion by Jacque, seconded by Porada, voted to adjourn @ 8 PM

  
Recorded by Barbara L. Jacque, Clerk

**August 20, 2018**

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**FINAL**