

Notice of Meeting/Hearing

Inhabitants of the Town of Northfield, you are hereby notified there will be a meeting of the:

**Town Governance Study Committee**

Board/Committee Name

Town Hall, 69 Main St

Nov 29, 2018

7:00 PM

Location

*check for available space before posting*

Date

Time

Submitted by:

Signature

Town Clerk received:

Except in an emergency, public bodies shall file meeting notices with the Town Clerk sufficiently in advance of a public meeting to permit posting of the notice at least 48 hours in advance of the public meeting, excluding Saturdays, Sundays and legal holidays, in accordance with M.G.L. c. 30A, § 20. In an emergency, the notice shall be posted as soon as reasonably possible prior to such meeting.

The Town Clerk's regular hours are: Mon. & Thu. 8am-4pm; Tue. 8am-3pm & 5pm-8pm; Wed. 8am-2pm. Closed Friday.

Agenda

1. Public Comment

2. Review minutes from October 29, 2018

3. Old Business:

Discuss progress & next steps in soliciting feedback, including:

- Discuss input from November 15th Public Input/Information Session
- Review survey responses to date

Review timeline assumptions & outstanding tasks, including:

- Review 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)

Time permitting: 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:

- Recap email alias set-up experience -- is there a recommendation as a result?

5. Topics Not Reasonably Anticipated 48 Hours Prior to Meeting

6. Schedule subsequent meetings

