

TOWN GOVERNANCE STUDY COMMITTEE

Northfield Town Hall

Location

25 September 2018

Date

7:00 PM

Time

Meeting Minutes

Members Present:

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

Others Present: Bernie Kubiak, Interim Town Administrator

Meeting began at 7 PM

1. Public:

- Began process of getting feedback with Bernie Kubiak, interim Town Administrator, using List of Questions (Rev. 1.1).

2. Old Business:

- Discussed next steps in soliciting feedback: Pelletier is scheduling meeting with Selectboard. Brault has list of Boards and Committees to be reviewed.

3. New Business — moved to next meeting's agenda:

- Review and discuss list from MacEwen of relevant topics 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**
 - Per Jacque, see also Page 21, **Professional Administrators** & Page 22, *Exhibit 3-3*
 - Page 23, **Studying Local Government**
 - Page 60, *Town Accountant, Treasurer, Collector of Taxes or Town Collector, Assessors*
- Discuss timeline given number of tasks and May 19th deadline.

4. Reviewed minutes from September 11, 2018:

- On a motion by Underwood, seconded by Brault, voted to approve minutes

5. Meeting time/schedule:

- Next meeting is Wednesday, October 10 @ 7 PM

7. On a motion by Underwood, seconded by Brault, voted to adjourn @ 8:55 PM



Recorded by Barbara L. Jacque, Clerk