

TOWN GOVERNANCE STUDY COMMITTEE

Northfield Town Hall

January 31, 2019

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

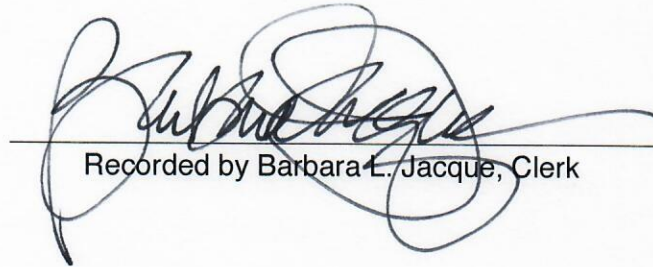
Others Present: Daniel Campbell, Town Clerk

Meeting called to order by Brault at 7:00 PM

1. Public Comment: none
2. On a motion by Porada, seconded by Pelletier, voted to approve minutes from January 17.
3. Met with Daniel Campbell, Town Clerk — he:
 - Described a long list of duties & responsibilities: public records, including birth certificates, minutes, agendas, voter certification, early voting, licenses (marriage, dog), transfer station stickers, budgeting, communication with Attorney General's office, communication with Town Administrator and other town employees/offices.
 - Provided a sense of importance and scope of training needed: document retention, which documents can be made available (e.g., executive session, birth certificates), staying abreast of laws (federal, state, & local) such as changes to Open Meeting Law, to stay current and to maintain certification.
 - Outlined the workload of elections: organizing the caucus, processing nomination papers, preparing for Town Meeting & town elections, managing poll workers & volunteers, planning for expected increase in early voting, and gearing up for "full voting years" — e.g., 2020 involves local, state, and federal.
 - Participates in state and regional professional associations.
 - Is bonded and is a notary.
 - Has been appointed (July 1, 2014) and elected — initially received 4 weeks of training (two 2-week sessions) with an experienced Town Clerk, but estimates a new clerk needs 1-2 months. He noted Massachusetts statute mandates only 1 week of transition between old and new clerks.
 - Notices a 50-50 split at professional meetings of clerks who are appointed vs. elected; cities and larger towns seem to appoint.
 - Is currently working with a company specializing in codifying zoning and planning bylaws to establish where we are and what gaps exist — at least a 2-year process. The general bylaws are limited (12-13 pages) and not necessarily current — the goal is to get a searchable/updatable database with ~6 printed copies (which must be kept in sync with the database). It's also important to specify who enforces what and the extent of authority, including warnings & penalties. He will ask the Selectboard to create a committee to focus on this overall effort.
 - Outlined what exists for recall in Northfield — provision applies to elected town officials but not to the School Committee (whose membership is voted at district level).
 - Suggested implementation of software to catalog the cemeteries in town.
4. Old Business:
 - MacEwen is waiting on Orange administrator to return his calls.
 - Jacque reported on communication with Hadley. Of note is the Service Delivery Plan.
 - Porada and MacEwen reported on session with Senior Center on Friday, January 25th. 25-30 people attended and the one-pager (drawn from the TGSC web page) was helpful.
 - Discussed next steps wrt reporting out. Jacque will create a "straw man" document to give a sense of how it could look/function.

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5. New Business: none
6. Meeting time/schedule:
 - Wednesday, February 6 @ 6:30 PM in the Multi-Purpose/EOC Room — meeting with Andrea Llamas, new Town Administrator: <https://www.northfieldma.gov/home/events/34663>
 - Monday, February 11 @ 7 PM — Roundtable of committee members re: recommendations
 - Wednesday, February 20 @ 7 PM — Review “straw man” of Final Report
 - Wednesday, February 27 @ 7 PM — Continue review “straw man” of Final Report if needed
7. On a motion by Pelletier, seconded by Porada, voted to adjourn @ 8:30 PM.



Recorded by Barbara L. Jacque, Clerk