Northfield Town Hall
Location

TOWN GOVERNANCE STUDY COMMITTEE
December 19, 2018
Date

7:00 PM
Time

Meeting Minutes

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

Others Present: Bethany Walker representing Board of Assessors
Tom Walker representing Highway Department

Meeting called to order by Pelletier at 7:03 PM

1. Public Comment: none

2. Listened to feedback/input from Bethany Walker representing Board of Assessors, Tom Walker representing Highway Department, and Robert MacEwen representing Board of Health and then, discussed:

   - Commonalities in responses: keeping positions elected vs. appointed, keeping Assessors Clerk appointed by Board of Assessors (because of specific knowledge required for position), desire for stability/less turn-over in Town Administrator position
   - What seem to be root issues or fundamental questions: need for improved, frequent, consistent communication with town employees; usefulness of consistent personnel policies and procedures (e.g., performance evaluations); role of Selectboard vs. Town Administrator
   - Suggestions: Move Town Administrator to first floor; meet with employees regularly; survey boards, departments & committees again in one year; have Selectboard chair rotate among members
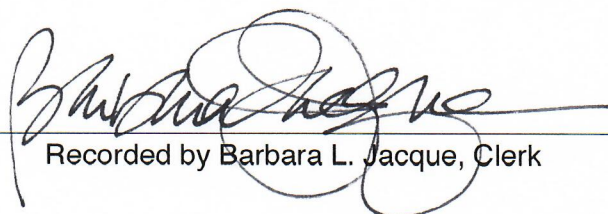
3. Old Business:
   - Reviewed follow-up on tasks from last week: Porada distributed directory of towns from Massachusetts Municipal Association so we know which towns in Massachusetts have 3 vs. 5 Selectboard members. Jacque indicated that she spoke to Sam Richardson from 2013 Town Governance Study Committee. Because of time constraints, most of this week's agenda will be used for next meeting. Jacque to deliver updated agenda to Town Clerk December 20 morning for public posting.

4. Meeting time/schedule:
   - Wednesday, December 26, 2018 @ 7 PM

6. On a motion by Brault, seconded by Porada, voted to adjourn @ 9:31 PM.

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Recorded by Barbara L. Jacque, Clerk