

Town Government Study Committee

Kingsbury Room – Police Station

April 11, 2015

DRAFT

Attendance: Babson, Donahue, Ulfelder, Brooks, Page, Perlmutter, Sereiko, Gross

Also: Hechenbleikner, Nagle

Chairman Katherine Babson called the meeting to order at 8:35 am

There were no citizens present to speak.

Babson presented the committee with proposed timeline for the balance of the year

May 11 roll out recommendations to town-wide board and department meeting

June – September 2015 – received feedback and make refinements

September – Final Recommendations

October 2015 – Special Town Meeting

October – January 2016- Special Legislation approval

March 2016 – town wide vote

Babson led discussions on the major elements of the proposals for **Executive Function**

I. CAO Responsibility for Hiring, Termination and Staff Development

- Committee agreed – The CAO (Chief Administrative Officer) is to have authority to appoint department head level staff with the consultation of affected boards and committees. “Consultation” infers a collaborative process but not final veto or approval. Evaluation and staff development is the responsibility of CAO.
- Committee agreed appointment Police Chief and Fire Chief will be taken up at a later meeting.
- Committee agreed appointment of the Land Use Division officer is to include a broad consultation with affected boards.
- Committee agreed the CAO is to have a role in the appointment and evaluation process for all staff .

II. CAO Authority to re-organize, abolish and create departments

- Committee agreed that CAO should have the authority to reorganize departments with the consultation of affected boards/committees and the approval of the BOS.

III . CAO authority to sign warrants for payments

- Committee agreed that the CAO should have the authority to sign warrants.

IV Human Resources

Committee agreed HR board should continue to be appointed by the Moderator and examine its role in the new staff hiring and evaluation structure.

Strategic Plan – Anna Sereiko passed out Power point for discussion of Strategic Plan with BOS on April 15. Committee agreed to encourage BOS to take steps this year to initiate Strategic Plan process.

Budget process

Babson distributed a proposed plan for a revised budget process.

CAO and School Superintendent to develop budgets collaboratively with all other departments.

Process is to set revenue availability at an early date and revised as more information is known.

Babson to create a chart to show current TBL requirements/current actual practice/proposed changes.

CAO presents unified budget to Advisory Committee and Town Meeting.

Process designed to have more collaboration earlier, but ultimate responsibility in the CAO.

CAO and Superintendent of Schools to submit Budget Message with the financials presented to Advisory Committee.

Nagle departed. Additional Notes by Committee member.

Submitted by Kathleen Nagle.