

TOWN GOVERNMENT STUDY COMMITTEE

Minutes

Wednesday, February 4, 2015

7:30 pm

Great Hall, Town Hall

Committee: Katherine L Babson Jr., Rose Mary Donahue, Arthur J Goldberg, Ann Marie Gross, Richard Page, Linda Perlmutter, Anna Sereiko, Thomas Ulfelder, Stanley Brooks,
Also: Kathleen Nagle

Katherine Babson called the meeting to order at 7:30 pm. There were no citizens to address the committee.

Babson brought the committee up to date on the progress so far:

- Phase I – interviewing of staff and boards completed
- Phase II – interviews of benchmark communities almost completed.
- Phase III – reporting on working group recommendations underway

Reports of the Working Groups:

Rose Mary Donahue – Land Use working group

Feb 7 interdepartmental meeting to review preliminary recommendations.

Tom Ulfelder – Executive Function working group

Engaging in weekly meetings to identify structure with improved efficiency for management role of chief executive position. Prepared a graph showing comparative positions across benchmark towns.

Arthur Gold berg- Bylaw revision

Met with Ray Miyares, town counsel partner, to discuss methodology to implement any changes
Town wide vote to adopt changes not required, but advisable

Town Manager/Town Administrator Interviews

Marshfield(Tom)- Rocco Longo Town Administrator –

- when making changes Town Administrator is key player in implementation and management of success of transition.
- Adequate legal authority of the manager is crucial to success of the administrator
- Clarity of communication, complete transparency between CAO and BOS important to allow manager and town to move on if the fit in not working out

Wayland(RM/Anna)- 2004 transition from Executive Secretary to Town Administrator

- Clear definition of authority is important

Weston(Anna)- Donna Vanderlock – strong Town Manager position

- Budget process starts with “summit” with department heads to determine guidelines and priorities
- Town Manager presents the budget to Town Meeting

- School presents its own budget
- TM considers position as facilitator between departments and coordinator of functions
- Evolving process- looking for opportunities over time to make changes to enhance operations

Westwood(Gig) – Mike Gillette – Strong Town Administrator

- Acts as facilitator to move community forward
- Budget policies are developed by TZ and agreed to with department heads and schools
- Has appointment authority of majority of staff
- Acquired authority over time as town became comfortable with his style

Winchester(Tom) - Richard Howard

- TM appoints all department heads subject to veto of BOS
- TM sets town wide priorities
- TM sets budget projections and presents to ATM (history of failed overrides)
- Standing committee on Government relations – TMMs make recommendations on Bylaw changes
- Town Clerk appointed – considered administrative position
- “outlier” community – Manager has strong personality and exerts more authority than the bylaw provides

Town Meeting Issues (Rich)

- Reduce size of Town Meeting – no recommendation to change size of ATM
- Institute Fall Town Meeting – recommend a regularly scheduled Fall Special Town Meeting with limitation to non budget subjects if possible. Try to schedule a regular time to develop expectation of TMM . Allow BOS discretion to cancel if not needed. Suggest BOS do this as pilot on their own without bylaw change.
- Debate – no interest in cutting off debate at TM. NO changes proposed.
 - No consensus on limitation of speaker time to 3 minutes

Committee Administrative matters

2015 Calendar Dates – calendar of dates distributed

Advisory Committee Report - Babson to draft Committee report and meet with Advisory on

February 25

Budget – Babson suggested TGSC request FY16 budget for next phase

\$17,000 for town counsel services

\$10,000 for consultant services

\$5,000 for miscellaneous

\$32,000 total request

COMMITTEE AGREED TO ASK FOR \$32,000 for FY16

Timeline – Babson suggested that recommendations be rolled out in early May to allow time for feedback and revisions.

Minutes:

December 17 approved for posting

January 7 – held for next meeting

Meeting with Residents

Gross - February 24 and 27 for open meetings for Residents. Meeting proposed to be both education and interactive to solicit ideas from residents on governmental changes. Discussion on how to approach this meeting. Committee asked Gross to report to next meeting as to essential questions to ask at these meetings.

NEXT MEETING February 18.

10:00 Adjourn

Submitted by Kathy Nagle