

Town Government Study Committee

Meeting Minutes

Call to Order

- ❖ Chairperson called the meeting to order
- ❖ Time/Date: **7:30pm on 1 April 2008**
- ❖ Location: **Police Station Community Room**

Roll Call

- ❖ Chairperson reviewed committee members and noted the following present:
 - X Dr. Jabbar A. al-Obaidi
 - Mr. Christopher Delmonte
 - X Mr. Ed Ivaldi
 - X Mr. James G.H. Moore
 - X Ms. Anna M. Nalevanko
 - Mr. Ernie Talpey
 - X Ms. Sheila Whitaker

Approval of Minutes from last meeting

- ❖ Chairperson asked if everyone had read the minutes
 - Motion made to accept last meetings minutes as written, 2nd
 - Vote - Unanimously approved

Agenda Items

- ❖ Review Action Items – completed review- comments and status provided below under Action Items
- ❖ Work to generate a plan/schedule for the Committee as main focus for the evening
 - Ed provided an updated plan/schedule in hardcopy form for additional comment by committee members
 - The timeline was discussed further and although the Committee agreed to stick with the May 2009 target for completion, there was general agreement that the Committee would need to have an initial set of recommendations for the November 2008 Town Meeting.
 - To have this initial set by Nov 2008, the Committee would look at: a phased approach to the study; narrowing the scope after its research & analysis; or prioritizing the areas under review with short term and long term recommendations and reporting out accordingly.
 - The Committee recognized this schedule is a working document and will change as we progress through it. It will be used, in a summary format to present at the upcoming May Town Meeting to show Committee progress and direction.

Discussions

- ❖ Action Items – See notes below in Action Items for minutes
- ❖ Worked on finalizing plan/schedule for the Committee – See above under Agenda Items
- ❖ The Committee provided final comment on press release which will be posted to the website. Anna suggested also posting this to the “Around the Common” blog to create greater awareness of Committee efforts. Jim will look into this.
- ❖ Discussed speakers to come in next couple of meetings. The Town Administrator would be a good resource given they had a similar study a couple of years ago. He would be able to

speaking to the implementation and its success. Anna will contact him and invite him to next meeting –April 15th (Steve Lombard)

- ❖ To accelerate our schedule, the other two Administrators (Rocco Longo and Charlie Christello) will be interviewed over the phone to solicit feedback on our proposed plan and ask other questions related to our approach and focus.
- ❖ Anna provided the team with the By Laws and Zoning By Laws for Committee members to review
- ❖ Sheila reviewed the first cut at Info Requirements. Sources and Assignments are a next step. The Committee provided some feedback and indicated the Info requirements would be a working document subject to revisions as we learn more and refine our focus.
- ❖ Anna shared with the Committee the organizational chart for the various town departments and a one page summary of the positions.
- ❖ Anna also conducted some internet research on the MMMA website and found some great articles to share with the Committee. The articles would help to get us up to speed on trends in changing town gov't structure
- ❖ Committee also discussed Appointed vs. Elected and recognized this is an area we would want to explore further to fully understand pros and cons of each

Action Items

- ❖ Anna to discuss notes from last TGSC with neighbor who may have records as was participant
 - Status: Neighbor was unable to locate the documents.
 - Sheila will contact Paul Sullivan for 1998/1999 Town annual reports which should have study highlights/recommendations.
- ❖ Anna to provide links to the two Town reports that were shown during the meeting
 - Status: outstanding- Will work to get these provided
- ❖ Chris to call MMA for further information
 - Status: In progress - Talked to them and discussed how the committee should work and lessons learned from Charlie Christello, has been a Town Manager for several municipalities and Rocco Longo Town Administrator in Marshfield and has been through changes in forms of Government. Also another person Maryln Contraras works in State Housing and Community Development as she reviews the forms of Town Government changes before they are brought to the State for approval
 - MMA has a study committee to study the form of Town Meeting Study Committee
 - Town Clerk, Town Accountant, Town Finance Committee (vs. Advisory Board) are examples of what other towns have looked at with regard to what the TGSC wants to review
 - Updated Status: Chris to report next meeting.
 - Anna to contact/interview Charlie Christello on past gov study experiences
 - Sheila to contact/interview Rocco Longo (TA from Marshfield) on past gov study experiences
- ❖ Jim is going to draft an outreach letter that we as Committee can critique
 - Status: Jim will update press release with new dates and post website
 - Anna to review "Around the Common" Blog for possible inclusion of Press Release
- ❖ Chris to coordinate TSG website with Brad D; design such that all Committee member receive the emails but the responses are issued by Chair.
 - Status: completed; website is up & running
- ❖ Sheila to take first cut at creating Information Requirements Document as stated in the Plan handout

- Status: Draft presented to the Committee. This will be a working document and will be updated/revised as needed
- ❖ Jim to get the MA forms of Town Government for insertion
 - Status: Work in progress
- ❖ Anna to send out copy of Mattapoisett Study to team
- ❖ Anna to contact Steve Lombard to see if he can come to our next meeting on 4/15
- ❖ Jabbar to research possible internship to help with data research
- ❖ Jabar to coordinate "List of Questions" for Interviews (team to send questions to Jabar for consolidation)
- ❖ Need to investigate "Elected vs. Appointed" Information (not sure who took this one)
- ❖ Sheila to contact Paul Sullivan for info on previous Bridgewater Gov Study
- ❖ Ed to update the Plan with comments from Committee
 - Status: completed

Adjournment

- ❖ Determine next Meeting date(s), time(s) and location(s)
 - Every 1st and 3rd Tuesday of each month
 - Next Dates are: 4/15, 4/29 (extra meeting in April due to how Tuesday's fall), 5/6, 5/20
 - Time 7:30pm – 9:30pm
 - Location: Police Station Community Room
 - Chris has already put us in for the rest of the year
 - Reminder: Community Room door on left from back parking lot
- ❖ **Motion** to Adjourn, 2nd
 - Discussion – none
 - Vote – Unanimously approved
 - **Meeting adjourned at 9:30pm.**

Meeting minutes written by: Sheila Whitaker

