



Government Study Committee Meeting Minutes
October 06, 2015 6:30PM, Library
Tyngsborough Town Offices, Meeting Room
25 Bryants Lane, Tyngsborough, Massachusetts

APPROVED

Members Present: Karyn Puleo, Jacqueline Schnackertz, Donald Lampron, Diana Keohane, and Burt Buchman, Robert Jackson, Robert Mercier,
Members Absent: Linda Bown, Paula Derby,
Staff Present: Curt Balavance, Town Administrator.

6:30 PM

The meeting was called to order and the agenda read by Member Karyn Puleo and Members introduced themselves.

1) The Committee voted 6-0-1 on a motion by Member Lampron, second by Member Jackson to accept the following minutes July 29, 2015.

The Committee voted 7-0 on a motion by Member Lampron, second by Member Jackson to accept the following minutes August 19, 2015 and September 15, 2015.

1i) Update from Member Diana Keohane, she and Ms. Puleo met with the Selectmen last week and updated them on the status of the Government Study Committee. They will return to the Selectmen's meeting in December date to be determined.

2) Election of the Vice-Chair:

The Committee voted 7-0 on a motion by Member Lampron, second by Member Mercier to election Member Diana Keohane to be Vice Chairman.

3) The Timeline for the report was discussed and will request to the Board of Selectmen to meet on Monday December 14, 2015 and possibly hand-outs at the Special Town Meeting.

4) Structure of the Report

Government Study History

Process (intensions – how we gathered the info

1) Executive Summary plus why it is needed; 1a) Swot Analysis; includes other communities' strengths, weaknesses, and opportunities.

2) Propose new structure

3) Process to there

a) To hold informational meetings to discuss specific groups/areas.

Member Keohane, the difference between the 2 charts is the attempt to categorize areas or groups.

Member Jackson, do we know if all the boards, commissions, committees, are required by MGL? Are there any others we don't have?

Member Diane Keohane, in the review of draft organizational charts and provide to Town Counsel for review and how we fit groups in under MGL.

Agricultural Committee – Town Meeting?
List of current appointees.

5. Functional Areas

- a. Invite people from “Group” to listen
 - i. finance
 - ii public works
 - iii inspectional
 - iv community services/development

Member Puleo will work on SWOT.

Schedule for Next Meeting

The GSC set the next scheduled meeting for October 20, 2015 (Member Mercier – N.A.) November 3 and November 17, 2015 and December 1, 2015 at 6:30 PM.

Adjournment

The Committee voted 4-0 on a motion by Member Keohane, second by Member Buchman, to adjourn.

The Committee adjourned at PM.

Respectfully submitted

Curt Bellavance, Town Administrator

Approved on November 17, 2016