



Government Study Committee Meeting Minutes
December 01, 2015 6:00PM
Tyngsborough Town Offices, Meeting Room
25 Bryants Lane, Tyngsborough, Massachusetts

APPROVED

Members Present: Karyn Puleo, Jacqueline Schnackertz, Donald Lampron, Diana Keohane, Linda Bown, Paula Derby, and Robert Mercier

Members Absent: Burt Buchman, and Robert Jackson.

Non-Members Present: Curt Bellavance, Town Administrator.

6:30 PM

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

1. Minutes

Acceptance of the Committee minutes held until later into the meeting. Members voted 7-0 on a motion by Member Keohane, second by Member Schnackertz to approve the minutes of November 3, 2015 as amended. (Member Lampron amended to reflect the correction of a name change on the minutes from Member Lambert to Member Lampron).

Members voted 7-0 on a motion by Member Keohane to approve the minutes of November 17, 2015, second by Member Mercier as amended as follows: Member Schnackertz correct last page to change excited to exited; Member Puleo to retract (minutes approved) in middle of minutes). Member Keohane to correct ("share engineer") and (foreman on front page).

2. Discussion of Functional areas. Scheduled areas to review:

a. Community Services: Veterans, Council on Aging, Library

The Members reviewed the draft #6 of the organizational chart. The discussions was about the Library Trustees, and whether they appoint the director or collaborate with the Town Administrator. The Library Trustees are divided by 3. This should be reviewed by Town Counsel.

b. Community Development: Conservation, Planning, Zoning

Member Puleo updated the committee on the Board of Selectmen's update from November 23rd meeting.

3. Old Business

a. Review SWOT

Member Puleo explained the SWOT matrix. Member Puleo asked if anyone wanted to add, change, or modify? Member Keohane suggested we may need to remove "Internal" and "External"

We expose town when we don't have necessary policies in place, ie. HIPA, etc., because we have elected "Managers" and they're not trained on personnel matters.

Member Mercier it is difficult to hold people accountable.

Member Lampron creating consistent work hours and service.

Member Bown I think the town residents don't understand what the problems are and we need to show there's no accountability and that's the basic problem.

Member Puleo it's my understanding that employee morale is low and it think it's based on people are accountable to different people. Employees want to be treated equally and fairly.

Member Puleo under "threats", there is no recall mechanism.

The Administrator reports that a lot of residents are willing to volunteer on boards and committees.

Member Puleo under "Opportunities", maybe adding collaborative appointments.

Member Puleo continued there's a synergy where some additional employees (town engineer) can be shared with several depts.

Member Keohane the "fear of change" should it be placed somewhere else.

Member Mercier what about procurement? Must be disjointed.

The Administrator yes.

b. Review Organizational Chart

Discussion about each "block"

The first difference is Finance Committee – different models to review leave under Moderator appoints and listen to what public has to say – feedback.

Member Mercier explained how Billerica and Burlington operated in regards to the Town Moderator making appointments.

Member Puleo the next group shows elected boards that would now be appointed by the Town Administrator.

The Board of Assessors, the Sewer Commission and the Board of Health remain the same waiting for feedback from the public.

c. Review Comparison Sheet

d. Review Charter – first draft

The Charter review –

Member Mercier should we keep the name?

Member Puleo we should review first and then get comments back from Town Counsel.

Member Keohane please look at bold/italics sections. Town Moderator on page 3 and the Finance Committee on page 4.

The Commission's next meeting will be December 15 at 6:30 pm. The following meeting will be on January 12, 2016.

4. Adjournment

The Committee voted 7-0 on a motion by Member Schnackertz, second by Member Keohane, to adjourn.

The Committee adjourned at ? PM.

Respectfully submitted

Curt Bellavance, Town Administrator

Approved on December 15, 2016