

**Minutes
Town Government Study Committee
January 21, 2010**

The meeting was called to order at 7:01p.m. by Chairman Keith Elder.

Members in attendance were: Keith Elder, Frances Botelho-Hoeg, Wendell Chamberlain, Richard Dennehy, Jeanette Gleason, John Haas, and Jean Landis Naumann.
Community Members in attendance: Priscilla Palombo, Gene Wyatt

Minutes:

On a motion by John Haas, seconded by Richard Dennehy the minutes of January 7, 2010 were approved.

Update on DOR Visit:

DOR could not attend tonight's meeting. They will be on the agenda for the meeting of February 4, 2010. The Chairman reviewed the letter form DOR regarding Financial Management Reviews.

Presentation of Reference Document:

Ms. Gleason presented the document listing Town departments. Mr. Haas questioned the accuracy of the document, noting that many committees were not listed.

Ms. Gleason will investigate further to see if a more complete listing exists.

Breakdown of Committee Assignments/ Important Committees for Review/ Directions and Consistency of Individual Reviews:

The Chairman presented a list of committee assignments for review by Committee members.

Mr. Dennehy recommended that the Committee review Ms. Gleason's list to determine if any other committee/departments should be added to the Chairman's list.

Discussion took place regarding types of questions to be asked, issues to be addressed, how questions should be grouped. The following actions will be taken:

1. Committee members will review the list and develop specific questions for each department. Questions will be brought back to the Committee for discussion.
2. The Committee will review the list to determine if any other committees/departments should be included. Recommendations will be brought back to the Committee.

Committee Schedule:

The Chairman provided the Committee with a calendar of tasks/meetings. The following dates are to be noted:

1. February 4, 2010 DOR to visit
2. February 18, 2010 Committee members will bring department questions to meeting for discussion and review.

It was further decided that the Chairman will meet with the Town Unions to discuss the Town Government Study Committee's mission and process.

Individual reports on departments by Committee members will be targeted for completion by April 1, 2010.

Public Involvement:

Discussion took place on the involvement of the public in the Town Government Study. The following actions were agreed upon:

Announcement of the Committee's mission will take place through several mediums- newspaper articles, Town Meeting presentations, Public Forums, Citizen Survey.

Public Forums will take place in April or May.

Survey to be discussed and developed at meeting on February 4, 2010. Each Committee member will bring 10 questions for the survey for discussion and review to the next meeting.

On a motion by John Haas, seconded by Jean Landis Naumann the meeting adjourned at 8:45 p.m.

Respectfully Submitted,
Frances E. Botelho-Hoeg
Secretary