

Minutes
Town Government Study Committee
Room 201, Kingston Town House
January 7, 2010

The meeting was called to order at 7 p.m. by Acting Chair Keith Elder.

Members in attendance were: Keith Elder, Frances Botelho-Hoeg, Wendell Chamberlain, Richard Dennehy, Jeannette Gleason, John Haas, and Jean Landis Naumann.

Community members in attendance: Priscilla Palumbo

Election of Officers:

On a motion by Jeannette Gleason, seconded by John Haas, Keith Elder was nominated as Chairperson. No other nominations were moved. On a unanimous vote by the Committee, Keith Elder was elected Chair.

On a motion by Jeannette Gleason, seconded by John Haas, Jean Landis Naumann was nominated as Vice Chair. No other nominations were moved. On a unanimous vote by the Committee, Jean Landis Naumann was elected Vice Chair.

There were no nominations for Secretary. The Chairman called for a volunteer. Frances Botelho-Hoeg volunteered to serve in that capacity. On a unanimous vote of the Committee, Frances Botelho-Hoeg was elected Secretary.

Review of the Committee Charge:

Committee reviewed the charge given to the Committee by the Board of Selectmen. A discussion was held. The committee determined that we are to review how the Town is governed, and how the Town is organized. After review the Committee will prepare a report and recommendations to be given to the Town prior to the April 2011 Town Meeting.

Committee Direction and Scope:

After a discussion the following actions were approved by the Committee:

1. The Committee will develop a Flow Chart that outlines the organizational structure of the Town of Kingston.
2. Jeannette Gleason will meet with the Town Administrator to collect information to be used in the development of the Flow Chart.
3. John Haas and Jean Landis Naumann will contact MMA for information on any comparable Town Government Studies for communities similar to Kingston.
4. Keith Elder will contact the DOR to arrange a time when they can meet with the Committee to discuss the upcoming audit.
5. Richard Dennehy will create a draft questionnaire to be reviewed by the Committee at the next meeting. The purpose of the questionnaire will be to solicit community input on Town Governance.

Meeting Schedules:

After a discussion and unanimous vote of the Committee the following action was taken:

The Committee will meet on the 1st and 3rd Thursdays of each month in Room 201 at the Town House. The Secretary will post these meetings through the Town Clerk. Next Meeting will be January 21, 2010. The meeting adjourned at 7:55 p.m.