

Minutes
Town Government Study Committee
June 3, 2010, 7:00 p.m.
Room 201
Town House Kingston, Massachusetts

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

Members present: Jean Landis Naumann, Wendell Chamberlain, Richard Dennehy, Keith Elder, Frances Botelho-Hoeg

Members absent: John Haas

Others present: Priscilla Palombo

On a **motion** by Jean Landis Naumann, seconded by Wendell Chamberlain, the **Minutes of May 20, 2010 were approved as written on a 5-0 vote.**

Chairman's Report:

The Chairman reported to the Committee on the following items:

1.) There are 5 applicants for the open position on the Committee. The Selectmen will discuss the appointment at their meeting on June 8, 2010. A non-resident can serve on the Committee as it is an ad hoc committee.

2.) We are coming up to our halfway point in July. Selectmen will be looking for a report on recommendations in January if they are going to bring those to Town Meeting in the spring of 2011. The Committee is asked to consider preparing a report of progress for July.

DISCUSSION OF TOWN ADMINISTRATOR/TOWN MANAGER POSITION:

On a **motion** by Fran Hoeg, seconded by Richard Dennehy, the Committee voted to conduct the discussion as follows: Each member will present their thoughts on the positions, uninterrupted, followed by an open discussion to formulate recommendations to the Selectmen. The **Motion passed on a 5-0 vote.**

The discussion resulted in the following recommendations:

1.) The Town will retain a position of Town Administrator, strengthening the position, with duties in the areas of: Financial Management, Policies and Procedures, Human Resource Management, Oversight of Properties and Infrastructure.

2.) A Governance/ Human Resources Team should be developed consisting of the Town Administrator and Department Heads

3.) A Financial Management Team should be implemented with Town Administrator as Chair

4.) Changes to the Town Administrator position can be addressed through Bylaw Change

On a **motion** by Richard Dennehy, seconded by Jean Landis Naumann, it was **voted to create a draft of the proposed Town Administrator position and responsibilities, to be brought to the next meeting for discussion and a final review.** The **Motion passed on a vote of 5-0.**

Wendell Chamberlain will prepare the draft and send it to Committee members. It will be discussed at the meeting on June 17, 2010.

CHARTER VS. BYLAW:

The Committee held a discussion on the question of Charter vs. Bylaw form of Government.

On a **motion** by Richard Dennehy, seconded by Jean Landis Naumann, it was voted to keep the present Bylaw System and not pursue a Charter.

The motion was approved on a 5-0 vote.

OTHER ACTIONS:

1.) A discussion was held regarding the topics for the next meeting. They are:

- The draft of Town Administrator responsibilities will be reviewed.
- On a motion by Fran Hoeg, seconded by Jean Landis Naumann, it was voted to move the discussion of OTM vs. RTM to the meeting of June 17, 2010. The Motion was approved on a 5-0 vote.

2.) Fran Hoeg presented the Committee with information regarding the taking of minutes, and what should be contained in minutes, as outlined in Robert's Rules and MGL Chapter 34. On a **Motion** by Fran Hoeg, seconded by Jean Landis Naumann, the following was voted:

- In the absence of the Secretary, the minutes will be taken on a rotating basis (using alphabetical order). **The Motion was approved on a 5-0 vote.**

On a **motion** by Richard Dennehy, seconded by Wendell Chamberlain, the Committee voted to adjourn at 8:40p.m. **The motion was approved on a 5-0 vote.**

Respectfully submitted,
Frances E. Botelho-Hoeg
Secretary