

Minutes of the Kingston Town Government Study Committee, 18 February 2010

The meeting was called to order by Chairman Keith Elder at 07:01 PM

Present, in addition to the chair, were members Wendell Chamberlain, Richard Dennehy, Jeanette Gleason, John Haas and Jean Landis-Nauman; member Francis Bathelo-Hoeg was an excused absence due to illness and all members wished her a speedy recovery.

Due to the fact that Ms. Bathelo-Hoeg is, in addition to her capacity as a full member of the TGSC, also acts as recording secretary a motion was made by member Haas, seconded by member Gleason, to have member Dennehy act as recording secretary for this meeting only. The chair called for the vote and the vote was carried unanimously.

Ms. Gleason made a motion to approved the minutes of the February 4th meeting. Before the motion was moved it was determined to defer approval of those minutes until the February 25th meeting (sic, there was no meeting scheduled for February 25th, the next meeting was actually March 5th) so that member Bathelo-Hoeg could be present.

Following a brief discussion, and a report from the chair that the Town Administrator not to do so, it was voted to skip both the elementary and the regional schools as part of our review of town departments.

The chair informed the committee that the Department of Revenue would not be returning to meet with the TGSC and that the meeting held on February 4th 2010 would be the only contact with DOR.

A discussion was then held regarding the need for more communication between the TGSC and the general public, another discussion followed regarding the use of the questionnaire as a means of getting public participation. It was also pointed out that the committee needs some means to demonstrate for the general public what positions are elected and what positions are appointed.

Member Haas then instituted a discussion which related to the charge to the committee and the nature of the structure and management systems employed by the town. Member Haas then went on to state that he believed that we concentrate on the structure and management, limit the scope of our inquiry to the department heads and that any personal problems will "shake down" by this process.

Member Dennehy then stated that in addition to member Haas' considerations that we must look at the individual positions and not the personalities in those positions.

Member Gleason then stated that she believed that her research indicated that there are 30 departments within the town and that we should focus on the head positions and that the list of additional personal to investigate should be added to or deleted as the investigation continued.

Member Landis-Nauman stated that in her opinion the committee would be well advised to start with an investigation of where the revenue comes from, what department takes it in and how it is

dispersed. (N.B. The following revision was requested by Ms. Landis-Nauman at the March 5th 2010 meeting. "We need to look at town functions and see where they are best performed" the committee agreed to incorporate said language prior to the approval of the February 18th meeting minutes.)

Member Haas then state that he believed that while it is important to look into each department that, at this juncture, we should be looking to get feed back on how each department fits into the towns overall structure.

At the point the chair pointed out that he also believes that a look at the town's overall organizational structure is the most important point for the committee to examine at this time.

Member Gleason then state that, based on the questions drawn up by committee members, that they were all pretty much the same and that by limiting questions to department heads there will be less people involved and that rather than attempting to create complex questions that we should use "everyday" common sense questions.

Member Haas then pointed out that, although the committee can collect data, he questioned how reliable that data might be.

Member Dennehy then pointed our that if you only have responses from 300 residents out of a total population of 12,000 that the "sample space" is to shall to be statistically reliable.

Member Landis-Nauman then stated there is "no room" for using a questionairre at this point and that a breakdown of all departments and an indication of whether the departments heads of each department were, elected, appointed or contracted would serve us better. (N.B. The following revision was requested by member Landis-Nauman at the March 5th 2010 meeting. "that perhaps a "group exercise" involving all department heads would be appropriate at this time.")

Ms. Landis Nauman then spent considerable time in categorizing departments by category and adding additional data as available, all members applauded her efforts as it appears it will be of considerable assistance over the remaining tenure of the committee

On motion of member Haas, seconded by member Landis-Nauman the meeting was adjourned at 08:45 P.M.

Respectfully submitted via E-Mail to the S. Long on this the 9th day of March 2010