

Minutes
Town Government Study Committee
April 21, 2011
Room 203, Town House, Kingston, Massachusetts

The meeting was called to order by Chairman Keith Elder at 7:03 PM. Members present: Ken Stevens, Jean Naumann, Richard Dennehy, Wendell Chamberlain, Paul Tura. Members absent: Mary O'Donnell, Bob Ward, Fran Hoeg.

In lieu of Secretary Fran Hoeg, who was absent, Paul Tura was designated to take the Minutes.

Whereas, Secretary Fran Hoeg was absent, there were no minutes to read.

The meeting with the Board of Health scheduled for April 21, 2011 was canceled due to the fact that Health Agent, Henny Walters, wasn't able to attend this meeting. Chairman, Keith Elder after receiving word that Ms. Walters wasn't able to attend this meeting, forwarded a list of available dates to the Board of Health that were open for the Board of Health along with their agent to choose from. He reported that the Board of Health informed him to schedule June 2, 2011 for the meeting date.

Chairman Keith Elder informed the Committee that the Kingston Police Dept. and the Animal Control Officer will meet with the Committee at our next regular meeting in May.

Chairman Keith Elder reported that he received the Engineering Report from the Town Accountant. The Chairman stated that he was going to do an in depth review and analysis before he presents it to the Committee.

Whereas the appointment with the Board of Health scheduled for this evening was canceled and insufficient time remained to try to re-schedule another department, the Chairman decided to utilize this evening to discuss any new or old issues:

A discussion ensued around the Pros and Cons of an in house Town Engineer. Member Dennehey stated his feelings, that the Town would have better use for a Town Engineer rather than a Town Planner. Several surrounding town have resident Town Engineers.

Chairman Elder stated that he would e-mail a copy of the Town Accountant's report to all members. He also stated that the Town's Master Plan is about one inch thick.

Member Jean Naumann referred to the 1999 Master Plan which recommended a TGSC be formed. Discussion then centered on Section 7 of the Master Plan. The suggestion was made to invite Mr. Ralph Calderado who is very familiar with the Master Plan, to one of our meetings. Everybody present thought that that was an excellent idea.

Member Wendell Chamberlain stated that the Town needs a strong Planning Department. A peer Review process should be established and published to aid applicants with a Road Map of which Department(s) approvals are required and the sequence of the application process.

Discussion then centered on the Allocation of Current Employees and their input in generating regular reports of their department's activities to the Town Administrator/ Board of Selectmen. Member Ken Stevens centered his discussion and comments on the fact, which has been discussed previously, that all town departments should be using the same versions of software. He further stated that if all departments had the same software, the extraction of data and information to generate regular reports would be very easy. This led into the discussion of the need for a Town wide IT Manager/Troubleshooter. All Buildings and Departments should have Ethernet connections. The best way to handle the IT Manager/Technician position is via a Town By-law.

Member Dick Dennehy made a motion to adjourn at 8:37PM, Seconded by Paul Tura. All members present voted to adjourn.

Paul A. Tura, Member