

## Town Government Study Committee

### Meeting Minutes

August 21, 2019

7:15 pm – Room 204

Commission Members	Other
Chairman Jonathan Smith – present	Bythe Robinson – Town Administrator
Secretary Anthony Turi – present	David Rosenberg
Kristen Balash – present	
Anthony Kennedy – present	
Gary Sullivan – absent	
Jeff Chalmers – absent	

Meeting convened approximately 7:15 pm.

The minutes from the meeting held on July 29, 2019 were approved

Jonathan introduced the new Town Administrator, Blythe Robinson. Blythe and Jonathan recapped the topics that were discussed at their meeting Aug. 14<sup>th</sup>.

- Bidding Process
  - Our original town bylaw dealing with the procurement and bidding process was originally written in 1936. Many of its requirements are outdated, such as keeping the bids under physical lock and key. State laws regarding this process have been updated since our bylaw was written. The town follows state laws and guidelines but might not be adhering to all of the requirements in our bylaws. Blythe feels it's time to review this section of our bylaws and update them.
  - Anthony T will work with Gary Sullivan, who has already done some research and Blythe for a possible warrant article for the Fall Town Meeting.
  
- Staffing Study
  - Blythe likes the general idea of a staffing study but in her experience these are mainly done on a departmental level, not town wide. There are also multiple types of studies that can be undertaken. She is more interested in the town doing a pay & classification study. Our current pay & classification schedule hasn't been looked at in over 17 years, and these should be reviewed every 10 years at minimum.

- The potential cost is around \$20,000 or about \$350 per job description. Any warrant article calling for such a study would come from the Select Board.
- Recall Provision
  - Anthony T brought up that the original petitioner of the recall article has emailed the town requesting that more action be taken on this topic. He feels like the issue has been dropped by the town. Anthony T would like the committee to prepare a “report” on the pros and cons of having a recall provision in our bylaws and present it to the town.
- Communication
  - Blythe doesn’t support an idea that the committee had to create a bylaw requiring department heads to keep their webpage updated. This issue is best addressed on an administrative level. She is aware of issues relating to communication and is working to fix them. The Select Board will be doing office hours in the coming months. David Rosenberg recommended that the Select Board talk with our committee for more ideas on communication.

Jonathan will be attending the September 17<sup>th</sup> Select Board meeting. Other committee members are invited to attend.

Our next meeting will be held on Tuesday, September 10<sup>th</sup>.

Meeting adjourned at 8:40 pm