

Sterling Town Government Study Committee

**STGSC MEETING AGENDA
WEDNESDAY, JUNE 8 2011
7:00 PM, ROOM 201, BUTTERICK BLDG**

Meeting called to order at 7:10pm.

Present: Bob Dumont, Don Murray, Doris Bennett, Mike Radzicki, and John Potter Kathleen Mello, Jeffrey Donaldson

Meeting Started: 7:00pm

Collins Center Visit: Michael Ward- Associate from the Collins Center (CC) and Marilyn Contreas (Senior Program and Policy Analyst).

Discussed the Role of the Board of Selectman (BOS) and Size of the BOS and the roles/ responsibilities of the Town Administrator (TA).

Defined a strong town manager, hire/fire is not a strong TA responsibility. Discussed the duties and responsibilities. All this will be outlined in the draft the Collins Center will provide. The CC recommends the document we create be very basic in order to allow ourselves the permission to take additional actions without going back to the legislature.

The CC provided a handout call Defining Duties/responsibilities for Town management position:

- Liaison/Coordination
- Financial Management
- Administration
- Personnel management

The committee further discussed these points and personalized to our town's needs.

The CC will write up a draft and bring to our next meeting which summarizes are recommendations etc.

Next Meeting: June 22nd, 7:00pm

**Robert Dumont- Chair, Donlin K. Murray -Vice- Chair, Kathleen Mello –Clerk,
Doris Bennett, Jeffrey L. Donaldson, John Potter, Michael J. Radzicki**