

Selectmen's Strategy and Policy Meeting
September 4, 2012

All of the Selectmen were present. The meeting began at 7:03.

Prior to discussing policy and strategy, Selectman Sushchyk read a short list of Vendors and Common Victular License requests for the Fair and then made a motion that the Board approve these licenses. Selectman Patacchiola 2nd. All in favor.

Government Study Recommendations for Consideration

# 2 Define the Role of the Board of Selectmen	<p>The Select Board discussed the policy and procedure guidelines that have been adopted by Maynard, MA and by West Boylston, MA.</p> <p>The consensus was to formulate and formalize a Board of Selectmen mission and vision statements.</p> <p>The Town Administrator will compile a "Best Practice" draft using the guidelines from both the West Boylston and the Maynard Policies and Procedures. This draft will be presented to the Selectmen for approval.</p>
#3 Define the Powers and Responsibilities of the Town Administrator	<p>The Board discussed the Town Administrator's job description and the consensus was that the current job description encompassed all the responsibilities and power that were included in the Town Government recommendations. However, Selectman Sushchyk will review the West Boylston model as it defines the role of the Town Administrator and report back to the other Board member at a subsequent meeting.</p>
#5 Eliminate And Consolidate Certain Boards	<p>A. The Board discussed the possibility of eliminating the Earth Removal Board and adding those responsibilities to the Planning Board. The Board will discuss this action with the Planning Board at a subsequent meeting.</p> <p>B. The Board took into consideration the possibility of making the DPW Board an Advisory Board. (appointed by the Selectmen). The Selectmen will meet with the DPW to discuss this option.</p> <p>C. The Board met with Pat Campbell, Library Director and the members Library Board pertaining to the Government study recommendation that the Library Director should report to the Town Administrator rather than the Library Board. After much discussion, the consensus was that the Select Board do not support this recommendation. It was pointed out that the Library employees are part of the Town's Classification plan and subject to the Town's Personnel policies. However, in the best interest of the 1st amendment, the Board agreed with the Library that it must remain autonomous.</p>
#6 Seek A Special Act to Codify the Town's Structural Changes	<p>The Board agreed with the Government Study recommendation to seek a special Act of the Legislature to establish a Town Charter. The Town Administrator will research the topic through the Massachusetts Municipal Association as well as research what other towns have done. The Town Administrator will draft an initial document for the Board to review.</p>

# 7 Amend and Restate the General Bylaws	The Board reported that the Town By-laws have been codified at the last Town Meeting. However, the purpose of this Government Study recommendation is to formalize the roles, responsibilities and to whom each committee is bound to report. The Town Administrator will gather such information and present her findings to Boards and Committees for approval.
#10 Create and Maintain a Town Organization Chart	The Board will continue to access the organizational chart that was included with the Government Study report. Modification of that chart will be necessary as part of the process of adoption of the recommendations.
#12 Increase Informational Resources Available to the Citizens	The Board continued to deliberate on how best to provide information to the citizens. After discussion, there was a consensus to explore an electronic "How Do I" guide. Ms. Ackerman will research this and report back to the Board.

VOTE: Selectman Sushchuk made a motion that the next Policy Meeting be scheduled for October 17th, 2012 at 7:00. At that meeting, discussion will continue on items #2, 3, 5, 6, 7, and 12. Selectman Patacchiola 2nd. All in favor.

The meeting adjourned at 8:57 pm