

TOWN OF WESTMINSTER

**FORM OF GOVERNMENT CHANGE MATRIX (Version 2)**

					<b>Legend:</b>
					No Change
					Change
					Eliminated
	<b>Current Operating Structure</b>		<b>Proposed Operating Structure</b>		
<b>Government Body</b>	<b>Method of Selection</b>	<b>Responsibilities</b>	<b>Method of Selection</b>	<b>Responsibilities</b>	<b>Comments</b>
Open Town Meeting	Registered town voters	Approve warrant articles	Registered town voters	Approve warrant articles	
Board of Selectmen	Elected	Map and articulate strategic vision, shape with policies	Elected	Map and articulate strategic vision, shape with policies	
Chief Operating Officer (COO)	Appointed by BoS	Convey communications between Government Bodies; weak town administrator position <b><i>with no authority</i></b>	Appointed by BoS	Implement Board of Selectmen strategic vision, manages day-to-day operations of town, plans and submits budget for review and approval	Change from weak Town Administrator to strong Town Manager; Town Manager with operational management responsibilities <b><i>and</i></b> authority
Moderator	Elected	Performs moderator functions	Elected	Performs moderator functions	
Regional School Committee	Elected	Performs school committee functions	Elected	Performs school committee functions	
Advisory Board	Moderator	Budget & fiscal watchdog	Moderator	Budget & fiscal watchdog	Reducing to 5 members from 7 in response to quorum issues
Board of Assessors	Elected	Same	Appointed by Town Manager with BoS Approval	Same	

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Admin Assessor	Appointed by & reports to Board of Assessors	Supports Board of Assessors	Appointed by & reports to Town Manager w/BoS Approval	Supports Board of Assessors	
Board of Health	Elected	Same	Appointed by Town Manager with BoS Approval	Same	
Health Agent	Appointed by & reports to Board of Health	Supports Board of Health	Appointed by & reports to Town Manager w/BoS Approval	Supports Board of Health	
Planning Board	Elected	Same	Appointed by Town Manager with BoS Approval	Same	
Town Planner	Appointed by & reports to Planning Board	Supports Planning Board	Appointed by & reports to Town Manager w/BoS Approval	Supports Planning Board	
Housing Authority	Elected	Same	Appointed by Town Manager with BoS Approval	Same	

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Town Clerk	Elected	Same	Appointed by Town Manager <i>only</i>	Same	
Constable	Elected	Same	Appointed by Town Manager <i>only</i>	Same	
Recreation Commission	N/A	N/A	Appointed by Town Manager with BoS Approval	Manage former Parks & Recreation Commission, Hager Park Commission, and Crocker Pond Committee duties	Newly Created
Parks & Recreation Commission	Appointed by BoS	Manage Parks & Recreation programs	N/A	N/A	Responsibilities transferred to Recreation Commission
Crocker Pond Committee	Appointed by BoS	Manage Crocker Pond functions	N/A	N/A	Responsibilities transferred to Recreation Commission
Hager Park Commission	Elected	Manage Hager Park	N/A	N/A	Responsibilities transferred to Recreation Commission

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Liquor Commission	Appointed by BoS	Manage/Issue Liquor Licenses	N/A	N/A	Responsibilities transferred to Board of Selectmen
Public Works Commission	Appointed by BoS	Statutory public works responsibilities, policy making, & setting fees	N/A	N/A	Responsibilities transferred to Board of Selectmen/Town Manager
Public Works Director	Appointed by Public Works Commission	Leads & manages public works functions	Appointed by Town Manager with BoS Approval	Leads & manages public works functions	
Cemetery Commission	Elected	Manage cemetery functions	Public Works Director	Manage cemetery functions	Responsibilities transferred to Public Works Dept.
Personnel Board	Appointed by BoS	Provides HR advice to BoS	Appointed by Town Manager with BoS Approval	Provides HR advice to Town Manager & BoS	
Library Trustees	Elected	Outline strategic vision for Library	Elected	Outline strategic vision for Library	Reduced in size from 6 to 5 members to shift from even to odd number
Library Director	Appointed by & reports to Board of Trustees	Supports Board of Trustees	Appointed by & reports to Town Manager w/BoS Approval	Supports Board of Trustees	

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Agricultural Commission	Appointed by BoS	Manages agricultural commission functions	Appointed by Town Manager with BoS Approval	Manages agricultural commission functions	
Animal Control Officers	Appointed by BoS	Enforces state and local laws regarding dogs and animal complaints	Appointed by Town Manager with BoS Approval	Enforces state and local laws regarding dogs and animal complaints	
Board of Registrars	Appointed by BoS	Conducts annual census, maintains voter lists and conducts all aspects of elections	Appointed by Town Manager with BoS Approval	Conducts annual census, maintains voter lists and conducts all aspects of elections	
Building Commissioner / Zoning Enforcement Officer	Appointed by BoS	Administers state building code and enforces local zoning bylaw	Appointed by Town Manager with BoS Approval	Administers state building code and enforces local zoning bylaw	
Cable Advisory Committee	Appointed by BoS	Oversees cable service within the Town and advises Selectmen on CATV contracts	Appointed by Town Manager with BoS Approval	Oversees cable service within the Town and advises Selectmen on CATV contracts	

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Conservation Commission	Appointed by BoS	Administers state law and local bylaws relative to wetlands protection, and manages designated open space under their jurisdiction	Appointed by Town Manager with BoS Approval	Administers state law and local bylaws relative to wetlands protection, and manages designated open space under their jurisdiction	
Council on Aging	Appointed by BoS	Advise and advocate for services and programs for elders, and implement programs as required	Appointed by Town Manager with BoS Approval	Advise and advocate for services and programs for elders, and implement programs as required	
Cultural Council	Appointed by BoS	Advise town on cultural issues and administer annual state funded cultural grants program	Appointed by Town Manager with BoS Approval	Advise town on cultural issues and administer annual state funded cultural grants program	
Economic Development Committee	Appointed by BoS	Advise the town on issues related to increasing economic development	Appointed by Town Manager with BoS Approval	Advise the town on issues related to increasing economic development	
Election Officials	Appointed by BoS	Serve as poll workers on election days.	Appointed by Town Manager with BoS Approval	Serve as poll workers on election days.	

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Energy Advisory Committee	Appointed by BoS	Advise the town on energy conservation and renewable energy initiatives	Appointed by Town Manager with BoS Approval	Advise the town on energy conservation and renewable energy initiatives	
Historical Commission	Appointed by BoS	Conducts research on places of historic or cultural significance and maintains records of such, advise the town on historic preservation issues	Appointed by Town Manager with BoS Approval	Conducts research on places of historic or cultural significance and maintains records of such, advise the town on historic preservation issues	
Inspectors of Plumbing & Gas Piping	Appointed by BoS	Enforces state plumbing and gas laws through administration of permits and inspections	Appointed by Town Manager with BoS Approval	Enforces state plumbing and gas laws through administration of permits and inspections	
Inspector of Wiring	Appointed by BoS	Enforces state electrical code through administration of permits and inspections	Appointed by Town Manager with BoS Approval	Enforces state electrical code through administration of permits and inspections	

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Local Inspector	Appointed by BoS	Assists Building Commissioner in administering state building code	Appointed by Town Manager with BoS Approval	Assists Building Commissioner in administering state building code	
MART Advisory Board	Appointed by BoS	Represent Town at MART Advisory Board Meetings	Appointed by Town Manager with BoS Approval	Represent Town at MART Advisory Board Meetings	
Monty Tech Schol Committee Representative	Appointed by BoS	Represent Town at Monty Tech School Committee Meetings	Appointed by Town Manager with BoS Approval	Represent Town at Monty Tech School Committee Meetings	
Open Space Committee	Appointed by BoS	Advise town on significant open space opportunities to protect from development in accordance with Open Space Plan	Appointed by Town Manager with BoS Approval	Advise town on significant open space opportunities to protect from development in accordance with Open Space Plan	
Solid Waste Advisory Committee	Appointed by BoS	Advise town re: landfill & other solid waste issues	Appointed by Town Manager with BoS Approval	Advise town re: landfill & other solid waste issues	