

TOWN OF WESTMINSTER

Town Government Study Committee (TGSC)

Meeting Minutes for August 18, 2016

Members Present: Adam Collette, John Fairbanks, Roy Hughes, Connor Robichaud, Lisa Rocheleau, Jon Wyman

Members Absent: Dan Bartkus, Dan Gilbreath, Wayne Walker

Guest: Mike Ward – Representative from the Collins Center, UMass Boston

The meeting started with a presentation from Mike Ward, a representative from the Collins Center at UMass Boston. They are a technical assistance resource created by the Commonwealth in 2008. They've worked on charters with 20 other communities, including Hubbardston. He highlighted their advantages as consultants with comprehensive knowledge of the legislative, political and legal angles in creating a charter. Mike Ward talked about the strength of their research capacities emphasizing a database of municipality structures. They are very flexible about the role they play with committees and in towns. Their fee is based on the amount of work they do.

After Mike Ward left, Lisa Rocheleau made a movement to approve the meeting minutes for July 21st. Adam Collette seconded and they were unanimously approved.

Next, Lisa Rocheleau emphasized the importance of making the Town Government Study Committee a known commodity among the town's boards and commissions in addition to employees. The group agreed and outreach will continue.

The committee discussed the interviews that we want to conduct with town departments, boards and committees. The group is committed to keeping the process open, inclusive and constructive.

At our September 14th meeting, we will review interview questions, examples of which have already been drafted by Roy Hughes. Members are tasked with deciding when they can fit these interviews into their schedule and which groups they'd like to

talk to. At this meeting, we will also decide the scope of work we would require from an outside agency to help guide us through the charter process.


At our September 29th meeting, we will hear from a representative from the Department of Local Services (DLS) to hear how they could potentially help us in our task.

After hearing from both the Collins Center and the DLS, we will get quotes and decide if we want help from either.

The next two meetings were scheduled for September 14th at 7pm and September 29th at 4pm.

Motion was made by John Fairbanks and seconded by Adam Collette to adjourn the meeting. The motion was passed unanimously. The meeting adjourned at 9:00 PM.

Submitted by:

A handwritten signature in black ink, consisting of a stylized 'C' followed by a series of loops and a long horizontal stroke.

CONNOR ROBICHAUD

Clerk, Town Government Study Committee