

# **TOWN OF WESTMINSTER**

## **Town Government Study Committee (TGSC)**

### **Meeting Minutes for July 21, 2016**

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

Members Absent: Dan Bartkus

The meeting started with John Fairbanks making a movement to approve the meeting minutes for June 23rd. Lisa Rocheleau seconded and they were unanimously approved.

Next, Adam Collette and Roy Hughes shared their timeline for the Town Government Study Committee. It was decided that feedback on the timeline should get back to Adam within 2 weeks. The committee also considered sharing an executive summary of this timeline during our introduction at the Town Meeting.

The group discussed the possibility of attaching a survey to the census that goes out in January.

Adam Collette will arrange for a representative from the Collins Center, Michael Ward, to come to our August meeting.

Roy Hughes agreed to call the Department of Local Services to get a representative at our September meeting, if possible. Wayne Walker pointed out that while the Department of Revenue is doing a Financial Management Review for Westminster, we may be able to dovetail into that some counsel for the TGSC.

John Fairbanks talked to the Town Manager in Auburn and she may come to the August meeting to share her experience.

John is also arranging for a letter to be sent to all department heads informing them about this committee, as interviews will be required in the near future. The group emphasized that this letter, and all interaction with town employees, should be kept

positive in order to promote a cooperative and inclusive approach to creating this charter.

After reviewing the Job Descriptions for Town Employees, Lisa Rocheleau pointed out that several jobs are missing. John Fairbanks will follow up with personnel to ensure that we have a complete list.

Roy Hughes recommended that we have a core group of questions when we conduct interviews. The group agreed that this is essential in order to keep everyone on the same page.

The next two meetings were scheduled for August 18<sup>th</sup> and September 29<sup>th</sup>.

Motion was made by Connor Robichaud and seconded by Dan Gilbreath to adjourn the meeting. The motion was passed unanimously. The meeting adjourned at 8:20 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