

TOWN OF WESTMINSTER

Town Government Study Committee (TGSC)

Meeting Minutes for June 23, 2016

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

Members Absent: Dan Bartkus

Others Present: Steven Wallace

The meeting started with Jon Wyman making a movement to approve the meeting minutes for May 19th. Lisa Rocheleau seconded and they were unanimously approved.

Next, Steve Wallace talked briefly about creating a Land Use Department in Westminster. This would put the Building Department, Conservation Commission, Board of Health, Planning Department and Assessors under one umbrella. Steve suggested that this would improve accountability and coordination between these departments. While these entities are able to work together now, Steve believes that a Land Use Department could prevent things from slipping through the cracks between departments.

After Steve left, Jon Wyman and Dan Gilbreath volunteered to further research Land Use Departments, examining comparable towns. Adam Collette and Roy Hughes also volunteered to set a task timeline for the Town Government Study Committee.

Roy Hughes reported back that the Department of Revenue's Division of Local Services is willing to meet for free to explain their services and will help guide us further given that we pay their fee. Assistance from the Collins Center would cost about \$6,000, based on Hubbardston's experience. Adam Collette reported that representatives from the MMA may be willing to guide us free of charge. We will be looking into that by getting in touch with the Town Manager in Auburn, Julie Jacobs.

Roy Hughes led a discussion on the tasks ahead of this committee. During this discussion, it was suggested that we introduce the committee at the Fall Town Meeting, try to learn more about how the present government structure came to be in Westminster, make town employees aware of this committee and send representatives to meet with department heads.

The next two meetings were scheduled for July 21st and August 18th.

Motion was made by John Fairbanks and seconded by Lisa Rocheleau to adjourn the meeting. The motion was passed unanimously. The meeting adjourned at 8:45 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