

TOWN OF WESTMINSTER

Town Government Study Committee (TGSC)

Meeting Minutes for September 29, 2016

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

Members Absent: Dan Bartkus, Dan Gilbreath

Guest speakers: Melinda Ordway, Tod Jackson, Mary MacKinnon

The meeting started at 4pm. Guest speakers from the Department of Revenue (DoR), Division of Local Services (DLS) Melinda Ordway, Tod Jackson and Mary MacKinnon began by speaking broadly about DLS's involvement in helping other communities prepare to write a charter. Melinda Ordway stressed that the website for Wrentham would be a great resource for us because of their detailed record keeping. Other resources mentioned were the Attorney General's Municipal Division, the Secretary of States records of town bylaws/charters and Gateway, a website dedicated to municipal finances and related information. Ms. Ordway emphasized the importance of including the public and approaching a charter without an agenda for its outcomes. The group agreed with that sentiment.

Tod Jackson spoke briefly about the IT report he worked on for Westminster, highlighting his suggestion to hire an IT Director. He said our current setup with two part-time IT staff might inhibit the town's ability to make important decisions about upgrading our technology or responding effectively in the case of a security breach. The committee made note of this recommendation and will look into our IT system at a future date.

The representatives from the DoR encouraged the group to continue examining charters from towns with a similar population and budget.

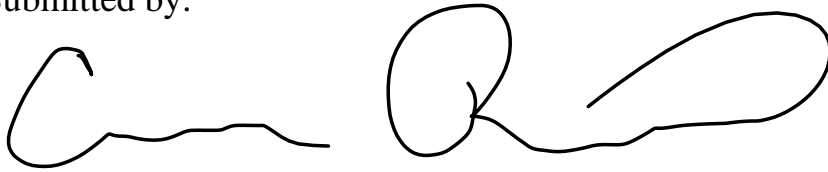
After the representatives left, Jon Wyman made a motion to approve the minutes for the September 14th meeting. The motion was seconded by Lisa Rocheleau and they were unanimously approved.

Next, the committee set meeting dates. Julie Jacobsen, Town Manager in Auburn, will be at our meeting on October 13th. Wayne Walker said the ex-town administrators that might be willing to help us would be willing to meet and the group set a date for October 27th. Both meetings will take place at 7pm.

The group agreed that we will likely not ask for money at the fall town meeting because we don't yet know how much we'll need.

Motion was made by Jon Wyman and seconded by Lisa Rocheleau to adjourn the meeting. The motion was passed unanimously. The meeting adjourned at 5:25PM.

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