

**MINUTES – CHARTER REVIEW COMMITTEE  
THURSDAY, DECEMBER 1, 2016 AT 7:00 P.M.  
SETH VENTRESS BUILDING AUDITORIUM  
76 SOUTH RIVER STREET, MARSHFIELD**

Present: Bruce Spitler; Scott Borstel; William Bowers; Robert Marzelli, Barbara Farnworth; Robert W. Galvin, Town Counsel and Stephen G. Robbins, Board of Selectmen liaison

Excused: Alyssa Reed; Don Gibson; Dan Burke and Jonathan Gabrowski

Mr. Bowers opened the meeting at 7:04 p.m. and announced that the meeting was being recorded by MCTV.

Mr. Bowers mentioned that the Committee would be focusing on three reports this evening; the Department of Revenue (DOR) Report, the Collins Report commissioned by the DPW, and the Dukakis Center Report. Mr. Bowers mentioned that he thought that the DOR Report and the Collins Report were the most significant and that the Dukakis report was more about economic development.

Mr. Borstel asked if he could make comments and ask questions and that the first couple of questions would be directed to the Board of Selectmen and the DPW regarding the DOR Report. Mr. Borstel indicated that he had some questions on Question #2 which related to the Town Bylaws and wanted to know if anything had been done by the Board of Selectmen. Mr. Borstel also noted that on page 8 it mentions conducting a charter review and that they are currently looking at all 4 of the suggestions for a charter review. Mr. Borstel mentioned page 9 regarding the codification process. Attorney Galvin explained that that he, the Town Administrator and the Town Planner have been working on the codification of the Town's Bylaws and presently have a draft. Attorney Galvin indicated that they have answered all the questions required by the company working on the document and that they should have a draft recommendation for adoption at the spring Town Meeting. Attorney Galvin expressed the fact that there are mostly housekeeping issues. Attorney Galvin said that the bylaws will be very organized which should make it easy to locate items. Mr. Marzelli asked if the bylaws would be listed by category rather than chronologically and Attorney Galvin confirmed that they would.

Mr. Borstel asked about the codification of the budget process and Attorney Galvin noted that the current process isn't as defined as recommended in the report but the budget process would be outlined under financial affairs. Mr. Borstel asked about the assembling of the warrant by the Board of Selectmen as mentioned on page 10. Attorney Galvin stated that a new policy has been adopted by the Board of Selectmen. Mr. Robbins explained that the Board of Selectmen used to recommend certain articles but now they would have to approve all of the warrant articles. Mr. Robbins noted that the submission of articles needs to follow date and time requirements and the words sum of money are to be eliminated. Mr. Borstel then asked about the timing of the Board of Selectmen meetings as noted on page 11 of the document. Mr. Robbins explained that the

Board of Selectmen are no longer meeting weekly unless there is something that is time sensitive.

Mr. Bowers said that he wanted to clarify that this particular report is three years old and some of the recommendations have already been done. Mr. Borstel indicated that he wanted to eliminate anything that had been done and discussed the triangulation process. Mr. Borstel questioned capital assets and Attorney Galvin indicated that issue has been done. Mr. Borstel then questioned #7 on page 12 regarding the establishment of a stabilization fund for seawall maintenance. Mr. Bowers asked if it was something that the charter committee would look at. Attorney Galvin indicated that they would not, and mentioned that the DPW has some type of strategy that they use. Mr. Borstel asked if it was located in the Charter somewhere and Attorney Galvin indicated that the DPW does have a plan but he is not aware of how pronounced it is.

Mr. Borstel then mentioned #8 on page 13 with regard to the recommendation of the Reserve Fund Transfer submissions going through the Town Administrator. Attorney Galvin said he didn't believe that they go through the Town Administrator uniformly and said he thought that people brought the Reserve Fund Transfers directly to the Advisory Board. Attorney Galvin said he would recommend that they do go through the Town Administrator and did note that the Advisory Board Chairman is very active and involved with regard to the transfers. Mr. Borstel mentioned that the Charter Review Committee should establish a C.F.O. and that his responsibility would be to process the Reserve Fund Transfers with the Advisory Board. Mr. Borstel then asked about #9 on page 14 regarding the discontinuation of insurance for part-time elected officials. Mr. Marzelli indicated that at one time there was an elected official on the Town's insurance. Attorney Galvin mentioned that he didn't believe there was an elected official with Town insurance presently. Mr. Marzelli mentioned that there was a statute that allowed elected officials to be on a town's insurance policy with the Board of Selectmen's approval and it really wasn't an issue as it was only one person.

Mr. Marzelli mentioned #11 on page 15 and said he thought the Town's website could be improved. Mr. Robbins indicated that this was something that was being worked on presently and the Town will soon have a new website. Mr. Bowers asked about instituting a Chief Information Officer given the way technology is heading. Attorney Galvin noted that they Schools have their own IT department, the Town has their own IT department.

Mr. Marzelli noted that the Police have their own IT department. Mr. Robbins explained the history of the I.T. Department where they used to have two employees and now they only have one and that the Police have to have their own for the detective division and sensitive issues. Mr. Robbins also commented that every department will have their own website within the Town's new website. Mr. Borstel noted that as far as #11 through the end of the report he felt that a strong Town Manager would have the right to enact a number of these recommendations.

Mr. Spitler and others then had the following questions and comments on the Collins Report: Mr. Spitler questioned if the DPW had a copy of the Collins Report. Attorney Galvin indicated that the report is on-line but it is still a draft because it was never adopted by the DPW. Mr. Borstel questioned whether or not they could use the report and Attorney Galvin explained that it was the DPW who requested the report but they never finalized the report. Mr. Spitler noted that it appears to be a final report. Mr. Marzelli discussed the implementation of a computer based program for inventory. Attorney Galvin said he thought they already had such a system used for scheduling. Mr. Spitler questioned whether or not there is preventative maintenance for equipment and projects. Mr. Marzelli mentioned that the writer of the report thought that the Facilities Manager oversaw the DPW. Mr. Spitler and Mr. Bowers thought the maintenance of the DPW facilities could be addressed under the Town Facilities Manager. Mr. Spitler noted that it was recommended on page 61 under the form of governance that the Board of Public Works either be appointed by the Board of Selectmen or eliminated entirely. Mr. Spitler commented on the research that was done on other similar towns and none of them had an elected Board of Public Works that had the same type of authority as the Board of Public Works in Marshfield. Mr. Spitler mentioned the example of Milton where they have a 5 member Cemetery Board and a 3 member Board of Parks commissioners. Mr. Spitler asked to whom the Facilities Manager reported and Mr. Marzelli responded that he was responsible to the Town Administrator and the School Superintendent. Mr. Marzelli also noted that the DPW did hire a Finance Director and an Assistant Superintendent.

Mr. Bowers mentioned the Dukakis Report as being more about economic development and mentioned the problem of people not knowing where to go or how to access information.

Public Comment – There was a reporter in the audience from WATD and she said she was just there to find out any updates and Mr. Bowers said that they can address those later.

Old Business – Mr. Bowers asked the committee what their feelings were about having the carousel meeting in December where it is such a busy month and they may not have all members available. Mr. Bowers questioned the committee if they would prefer to wait to have the carousel meeting until after the first of the year. Mr. Borstel indicated that he didn't think

December 15<sup>th</sup> would be enough time for everyone to do a complete analysis as this is a busy time of year.

Mr. Bowers mentioned that over the next 3 to 6 months he would like to start making recommendations of their findings to residents. Mr. Spitler agreed that it would not be a good idea to do the carousel meeting this month. Mr. Robbins said he thought it might be a good idea to send out instructions for the January meeting so that everyone can be prepared. Mr. Borstel said that he could draft something up and send it to Mr. Bowers with a grid.

Mr. Robbins thanked the committee for all their hard work and the great job they are doing. Mr. Marzelli said that they should make sure that everyone is available for the meeting in January. Mr. Borstel stated that the committee will leave the carousel meeting with definite trends and that it was imperative that everyone attend the carousel meeting in January. Attorney Galvin indicated that this will give everyone a full month to write down their thoughts. Mr. Bowers suggested that the next meeting would be January 12, 2017. Attorney Galvin suggested that Mr. Bowers send an email to everyone.

Acceptance of Minutes - Ms. Farnsworth moved, seconded by Mr. Marzelli to accept the minutes of November 17, 2016. The vote was unanimous.

Ms. Farnsworth motioned to adjourn the meeting at 8:13 p.m.

Respectfully submitted,

Beverly Wiedemann

Documents and exhibits presented at this meeting were the following: The Collins Report, the DOR Report, the Dukakis Center Report and the minutes of November 17, 2016.