

NOTICE OF PUBLIC MEETING

Town of Marshfield - Charter Review Committee

DATE OF MEETING: **Thursday, March 9, 2017**

TIME: **7:00 PM**

PLACE: **Seth Ventress Building Auditorium - 76 South River Street, Marshfield**

Present: Scott Borstel, Bill Bowers, Dan Burke, Barbara Farnsworth, Don Gibson, Jonathan Grabowski, Alyssa Reed, Bruce Spitler, Bob Galvin-atty., Steve Robbins- Selectman's liaison,

Absent: Bob Marzelli,

MINUTES OF MEETING

1. CALL TO ORDER-

The meeting was called to order by the chair at 7:05 p.m.

2. ANNOUNCEMENTS

The chair announced that the meeting was being recorded by MCTV.

3. PUBLIC COMMENT

The chair announced that the committee would open to 15 minutes of public comment. Kay Ramsey made several comments to the committee.

Mr. Burke presented an e-mail from Lorrie Dahlen & the Agricultural Commission. The e-mail was distributed to the entire group. In her e-mail, Ms. Dahlen asked if the CRC would be responding to their points or there would be follow-up meeting with them. Mr. Burke reviewed the fact that due to scheduling confusion, the Agricultural committee did not have the opportunity to prepare for their appearance and thus was offered the opportunity, as we offered to all town committees and boards, to submit further information to the CRC via e-mail. Mr. Burke reminded the committee that it has been our procedure to not respond to public comment but that committee is on a fact-finding and information gathering mission in meeting with each committee, board and Department leader.

NEW BUSINESS

Mr. Bowers began the meeting by asking the clerk, Mr. Burke to read into the minutes the summary of the carousel activity that took place in the previous meeting. This activity resulted in the committee identifying the key themes and consistent points that the committee identified under each article of the charter. These themes and points came from the results of the survey, from testimony by citizens during the public comment, from the committee's own research and from the months of testimony that the town's employees, board and committee members gave to the Charter Review over the past year. Mr. Burke read into the minutes the summary that was developed.

Mr. Bowers discussed, at Mr. Spitler's suggestion, that the committee begin an in-

depth discussion surrounding the themes, comments, and concerns identified during the carousel exercise. Bruce mentioned, and the committee agreed that the key areas to start in were articles 3,4 and 5 since a great deal of the leadership in town was generated from these articles.

Mr. Borstel was asked to lead the discussion of the Articles. Mr. Borstel began by asking Mr. Galvin if there were any issues with the items cited in Article 3 – Elected Officials that Could be a violation of state law, town by-law or other regulation.

Mr. Galvin said there were no conflicts. However, for example, he pointed out that while the activity identified a number of boards that were elected or appointed which could be eliminated, it is his opinion that town of the size of Marshfield absolutely need a planning board. Mr. Galvin said that towns over 10,000 have planning boards and generally they are elected in those size towns. This point led to a long discussion regarding the status of currently elected boards and which ones would be discussed. Town has 10 Elected boards but due to statute, committee can really only evaluate 7 of those boards as to whether they can be eliminated. Board of Selectmen, Housing Authority and Planning Board need to stay- with BOS and Housing Authority needing to be elected and Planning could be either. Housing Authority is required to be elected by state statute.

Mr. Galvin discussed the impressions of the last charter review. Focus of that group was similar to the current one, with goals of getting boards and employees to work better together but that has not worked out. It was the goal of that group to address many of the issues that have been also identified by this group. The last charter review group utilized tools such as appointing the town administrator as a ex-officio of all Boards and committees but that has not increased the working relationships of town hall or the different departments.

Mr. Galvin discussed the status of elected officials, with a discussion of the current status of elected town clerk vs. appointed town clerk on a regional basis.

Mr. Spitler began the discussion of the current status of the organizational chart. Suggested that we consider doing a review of the current organizational chart. Mr. Borstel talked about his feeling that a number of decisions might be easier done if we decide on the key leadership decisions- such as town manager, size of board of Selectmen, etc. Committee members talked about the overall consensus of the need for a greater leadership structure.

A discussion ensued on the various opinions on how to proceed in making decisions. A discussion took place regarding the role of obtaining comparables from other towns and information from other towns. Mr. Burke discussed spending time looking at other towns to compare their organizational charts to the issues that we have identified and the potential town structures. Regarding the town structure. Mr. Borstel talked about the need to start to act. He expressed the concern that if we spend too much time doing fact-finding and not make decisions or recommendations, that we could delay our accomplishments.

Mr. Spitler reviewed the copy of the existing organizational chart. Discussion ensued of

how to move forward utilizing the re-design of the organizational chart. Mr. Borstel discussed the concept of copying the school department org. chart, based on feedback received during our survey and interview process. Mr. Borstel outlined how this might look on the flip chart.

A discussion ensued discussing the role of boards, such as advisory boards in each school and how that might relate to making elected and appointed boards operate in that type of role. Discussed how under this concept, boards approve the hiring of personnel but the manager/principal does the leadership hiring and then board just reviews the hire with a yea or nay.

Mr. Galvin reviewed the structure of the town of Stoneham, specifically focusing on the new duties of the town administrator in their town. New charter focused on a stronger Town administrator, a five-member board of selectmen. Mr. Galvin talked about the current trend, that the best candidates for town administrator/town manager are people looking for significant leadership responsibilities in a town. Mr. Galvin talked about the theory that more people may seek the role of Selectmen if there was a qualified person serving in a strong town administrator role.

Mr. Burke discussed the research done by Wellesley. The outline of their issues were very similar to our town. Mr. Galvin reviewed the town of Plymouth org. chart. Many towns have gone to a stronger town manager. Ms. Reed asked if anyone disagreed with the need for a stronger leader. Mr. Galvin discussed the experiences in the town of Norwell and the Charter Review process in that town.

Mr. Borstel then brought the discussion back to the organizational chart. Mr. Borstel and Mr. Spitler discussed the process of developing an Org. chart, developing our current one and then developing a prospective town chart.

Mr. Borstel proposed utilizing a long paper and outlining the existing town org. chart by putting sticky notes of the existing chart, then beginning to move those notes into depts. as we envision based on experience, information, and observation. A long discussion ensued regarding the role and development of an organizational chart and how to get there.

Mr. Borstel discussed the process of how we go about developing the existing Organizational chart. Mr. Burke discussed about gathering the organizational charts of several comparable towns. Mr. Borstel discussed the process of creating an org. Chart that we think is best for Marshfield, then using comparables to back up our positions. The committee came to a consensus that we needed to develop an organizational chart, Focusing on the positions outlined in articles 3 and 4 first, and then article 5.

Mr. Burke will contact the town administrator to acquire the list of town comparables from The town administrator while Mr. Borstel will prepare all materials necessary for the process of updating the org. chart. Committee discussed the role of the Mass. Municipal Association in this process. Mr. Gavin suggested that we look at AAA bond rated Communities.

The Board reviewed legal questions that they had regarding Article 8 and Article 9. Mr.

Galvin, said in regards to question 8, that we was not aware of any town that had a process Of removing an elected official without a recall. In regards to question on article #9, Mr. Galvin said he did not see an advantage to taking away the citizens right to having an Elected charter review. Talked about not structuring away the citizens rights to charter Review choices by having a structured review every five years.

4. OLD BUSINESS

The clerk distributed and reviewed the updated meeting schedule. The meeting schedule for the spring would be: March 23, April 6, April 12, May 4, May 18 for next two months. Mr. Burke distributed the schedule through June. The schedule is attached.

5. ACCEPTANCE OF MINUTES

The Committee voted unanimously to accept the minutes as presented for Feb. 23, 2017.

6. NEXT MEETING

March 23, 2017 – Seth Ventress Auditorium – 76 South River St. – 7:00 PM

7. ADJOURNMENT- a vote as taken to adjourn at 9:15 p.m.

NOTE: ITEMS MAY BE TAKEN OUT OF ORDER