

Town Of Marshfield  
Charter Review Committee Joint Meeting Minutes  
Seth Ventress Building Auditorium  
July 14, 2016

**Present:** William Bowers, Daniel Burke, Jonathan Grabowski, Bruce Spitler, Barbara Farnsworth, and Robert Marzelli, Esq.

**Absent:** Alyssa (McNamara) Reed, Dr. Scott Borstel and Donald Gibson, Esq.

The meeting was called to order at 6:38 PM

**New Business**

The Charter Review Committee met with members of the Board of Public Works which included: Bob Shaughnessy, Chair, John Vallier, Board Member, John Cusick, Board Member, and Tom Reynolds, DPW Superintendent. Mr. Bowers handed out questions created by Mr. Gibson, which had been submitted to the Board of Public Works beforehand. Mr. Shaughnessy presented the Committee with copies of notes taken at a meeting on July 12<sup>th</sup> where the Board of Public Works had reviewed the questions and tonight all those present participated in discussing their comments and suggestions concerning the Charter as it pertains to the Public Works Department. The DPW Board brought up a number of priorities in their presentation. These priorities included:

1. Would like the policy, practice and methodology for calculation of indirect costs included in the Charter
2. Would like their Department leadership represented in all labor negotiations for their employees.
3. The BPW would like the Department of Public Works to be able to oversee all of the facilities and properties in town, including having the facilities manager report to the DPW superintendent as well as have oversight of the Recreation Department and the Beach Department. The BPW recommends the elimination of the Recreation Commission.

Next the Committee met with members of the Marshfield Housing Authority, John Daley, Chair, and Jean MacDonald, Board Member. The discussion addressed the fact that the Housing Authority is managed by the State and some challenges (such as septic bills) that arise for the Authority in resolving them with the Town. Mr.

Bowers stated that the Charter does not directly affect the Housing Authority and its Board Members act as an oversight committee. Also Mr. Bowers was asked what the procedure is for revising the Charter, and he explained that the Charter Review Committee would be submitting their recommendations to the Board of Selectmen who would then submit articles to be voted upon at Town Meeting.

Lastly, the Committee met with the Marshfield Housing Partnership, which included, Martine Anderson, Board Chair, Jack Mather, Coordinator, Fred Michael, Jean MacDonald, Board Members. Much of the comments centered on the process for submitting articles for the Town Warrant and frustration with the lack of information and guidance to be able to achieve a positive outcome.

#### Review of Minutes

**Minutes of June 23, 2016 Meeting:** Mr. Bowers moved to accept, Ms. Farnsworth seconded, and the motion was passed.

**Minutes of June 29, 2016 Meeting:** Mr. Bowers moved to accept as amended, Mr. Grabowski seconded, and the motion was passed.

#### Public Comments

The Committee heard from David Carriere who discussed the DPW and the policy and methodology for calculating indirect costs, Greg Caille who commented on Capital Budget costs, enterprise account debts and the recommendations of the Collins Report regarding the status of the Board of Public Works and Joe Peceovich who discussed the Zoning Board, Conservation, and limiting terms of elected and appointed officials.

Mr. Marzelli moved to adjourn the meeting at 8:14 PM, Ms. Farnsworth seconded, and the motion was passed.

#### Next meeting

Thursday, July 28, 2016, 6:30 PM, Seth Ventress Building

Respectfully Submitted,

Maria Hebert, Secretary

*The following documents were presented: Notes from Board of Public Works Meeting of July 12, 2016; Questions for Board of Public Works; and Town of Marshfield Department of Public Works Management Assessment Elected Board of Public Works Comments.*

NOTES FROM BOARD OF PUBLIC WORKS MEETING OF JULY 12, 2016

**Marshfield Charter Review Committee Interview Questions**

1. *Are there areas of the Charter that you feel need to be strengthened or changed to make implementation of its provisions easier and more consistent by all Boards, Committees and Departments?*

- **The charter needs the language that compels the Board of Selectmen to negotiate in good faith on the indirect charges as is required by the Department of Revenue rules for the Enterprise accounts**
- **Any Union contract that is being negotiated by the appointing authority should include the managers who will supervise those employees as part of the negotiating team**

2. *Would you recommend any changes to the current structure of Marshfield's Town Government and if yes, what would they be? What advantages are there to the current government structure? Can you cite examples of other types of town government structure that you think would work in Marshfield?*

**(A)**

- **Increase the Board of Selectmen elected members to a five (5) member board; three (3) from districts and two (2) at large members**

**(B)**

- **Elected Boards provide a balanced form of government**

**(C)**

- **Eliminate the Recreation Commission and place it under the jurisdiction of the Board of Public Works; this removes a layer of bureaucracy that leads to a streamlined process**

3. *How can town government become more efficient and more responsive to you and your needs and those of your department, agency, and commission or committee? What are the most significant challenges you face operating within the confines of the existing government structure in Marshfield? Can these challenges or needs be met by changes to the Town Charter and if yes, what would they be?*

**(A)**

- **More transparency**
- **DPW should not be the first department that is targeted for budget cuts**
- **Fairness throughout all town budgets**
- **Change the way finances are structured**

- The current form of government ie. Board of Selectmen best suits this community

(B)

- To create additional enterprise funds based on functional need and tie revenue to the respective enterprise fund; examples: Storm water management; Recreation; Ballfields

4. *Do you think that the town should consider changing any currently elected positions, boards or committees to appointed positions and/or appointed positions, boards and committees to elected positions?*

- Board of Public Works (BPW) members determine that the elected BPW should remain as an elected position.

5. *Do you think that the town should make changes to how municipal finances are managed? Should the town consider creating a Finance Director position and if so how would you see this being implemented?*

(A)

- The Advisory Board Chair should have a term limit of (2) years; after that, move on to become Chair of the Capital Budget Committee for a two (2) year term thereafter remain as a committee member
- The date that the Town Meeting Warrant closes, the BOS should have a meeting that night to discuss the warrant articles only

(B)

- There should be a "Town Treasurer" and a "Town Accountant" and NO consideration for the creation of a Finance Director

6. *Do you have any recommendations and/or observations regarding the process of Town Meeting including the posting and presentation of the Warrant as well as the status of Open Town Meeting and the process of our current Town Meeting? What, if any, changes or improvements should be made to the manner in which meetings are conducted to help improve Town Meeting?*

- Redundancy needs to be recognized by the Moderator and eliminated (at Town Meeting)

- **Board of Selectmen should have a meeting the night the warrant closes to discuss articles which would eliminate extra discussion at Town Meeting and streamline the process**

7. *Do you have experience in, ore dealings with, other communities where you feel government operates more efficiently or effectively? If so, please cite examples.*

- **Some discussion on other community structures; Marshfield's form of government suits its needs**
- **Cohesiveness is key to positions; ability to work with people on all levels provides and enables success to the form of government that Marshfield is guided by**

8. *Do you have any other areas of the town charter or issues that you would like to address with the committee or have addressed by the committee?*

- **Beaches and Recreation should come under the umbrella of the DPW who maintain all fields; sign all permitting. This action would eliminate a layer of bureaucracy which enables the operation to function in a more efficient manner. Parking and stickers functions to remain under the purview of the Police Department**
- **Contracts that would affect the town as a whole: for example, the airport**
- **Any contract that involves the Department of Public Works (DPW) should be addressed with them prior to contract finalization**
- **Consistency and Fairness based on terms and conditions**
- **The DPW Superintendents contract should be increased to a three (3) year term continuously as opposed to the annual renewal once the initial three (3) year contract expires**
- **2013 UMass Collins Report Recommendation (p36) to consolidate Facilities Management Operations to the Department of Public Works**

# TOWN OF MARSHFIELD ORGANIZATIONAL STRUCTURE

## (Present)

