

TOWN GOVERNMENT STUDY COMMITTEE

Thursday, September 9, 2013 - Minutes

6:00 p.m.

BPW Meeting Room

Present: Chairperson: Phil Washko, Vice Chair: Bernie Roderick, Andy Jones, Linda Meredith, and Pattie Pacella

Absent: Dick Douglass, Dan Freitas

Eric Dawicki has resigned his position.

Meeting called to order by the Chairperson at 6:00 p.m.

AGENDA:

- **Recording Disclaimer:** Chairperson, Phil Washko read a disclaimer for recording
- **Review/approve minutes from 8/22/13 Meeting:**

Bernie Roderick made a motion to approve the 8/22/13 minutes and was seconded by Linda Meredith. The motion passed unanimously.

- **Opening Public Comment**

No public was present for comment.

- **Review Previous Meetings Action Items**

The Committee reviewed previous action items.

- **Discuss recently completed Town Employee Interviews**

Discussion on the recent completed Town Employee interviews. Pattie, Linda, and Dan met with Bill Roth. Bernie, Phil, and Dick met with the Fire Chief. Pattie & Linda agreed that perhaps a review of the questions be done, as some seem to be a little 'overlapping.' A brief discussion/overview of the questions were done and everyone is eager to find out information from Dick on what he got from other Town's with how they used/worked with the information they received from the interviewees.

- **Discuss/plan next round of town employee interviews**

The Committee discussed a divide of members to take on interviews. Then they discussed who would take who, based on the Employee List.

Team 1: Pattie Pacella & Linda Meredith

Team 2: Phil Washko & Bernie Roderick

Team 3: Andy Jones, Dick Douglass & Dan Freitas

Employee Name:	Team to Interview:
Executive Secretary, Jeff Osuch	2
Town Clerk, Eileen Lowney	3
Town Collector, Carol Brandolini	1
Assist. Assessor, Delfino Garcia	2
Veterans' Agent, Jim Cochran	3
Bldg. Depart., Wayne Fostin	1

Finance Director, Wendy Graves	2
Accountant, Anne Carreiro	3
Assistant Treasurer, Lisa Rose	1
Harbormaster, Dave Darmofal	2
Shellfish Warden, Timothy Cox	1
Health Agent, Pat Fowle	1
Tourism Director, Chris Richard	3
Council on Aging, Anne Sylvia	3
Police Dept., Mike Myers	2
Recreation Dept, Warren Rensehausen	1
Animal Control, Cat Mindlin	3
Moderator, Mark Sylvia	1
Finance Chair, John Roderiques	2
School Superintendent, Dr. Baldwin	3
Town Counsel, Tom Crotty	2

ACTION #1: Phil to send email to the team members of the template letter with questions for the interviewees.

ACTION #2: Each team should contact their interviewees and make arrangements to meet. On-going.

ACTION #3: Everyone should brainstorm who else/past employees need to be on interview list. (for Phase 2.)

Discussion of Committee members who should be included in Phase 2, some names included past Selectman & Town employees. Such as: Mike Sylvia, Brian Bowcock, Ron Manzone, John Nunes, Bill Fitzgerald (BPW). Along with Board members in Town. More discussion to follow in future.

Andy Jones also suggested maybe for Phase 2 or 3 to hand out surveys, vs. doing actual interviews.

- ***Discuss/plan potential WIA public forum***

AGENDA:

- I. Introduction of each member.
- II. Brief Intro of how the Committee came to be. (Phil)
- III. Review of DOR Report – Impact on our formation. (Bernie)
- IV. Process Roadmap. (Linda & Pattie)
- V. Disclaimer-rules of tonight. (Andy)
- VI. Questions for Public Forum. (Phil)
- VII. Thank you & Closing Remarks. (Phil)

QUESTIONS (VI.):

1. Do you agree this process is something the Town should undertake?
2. What improvements or changes do you think can be made to make our town government more effective and efficient?
3. Where would you like to see Fairhaven in 5-10 years re: Government? (vision ?)
4. Do you think the "Town Manager" position is a good direction to take Fairhaven?
5. In what ways can departments work together or do business to be more efficient, to better serve you?
6. How many of you read the DOR Report? (show of hands)
7. Any other feedback information, you would like to share with us to evaluate our Town Government?

The Board gathered the information for the Agenda, and went over the list of questions that will be part of the Forum. They also figured out, who would volunteer to take part in the meeting.

Phil Washko suggested the Committee contact Fairhaven Business Associates for a "focus group" with them from a Business Standpoint.

ACTION #4: Phil to contact FBA to make initial contact.

Andy Jones reviewed his flyer that he made up to have available if people wanted to take home. There was a brief discussion on other ideas to add to the flyer.

Perhaps the following:

- Inviting people to go on the website
- Inviting people to join discussions on website
- Telling people that the "Message from the Committee" is always updating and changing

ACTION #5: Phil will be adding the additional information to the flyer.

ACTION #6: Pattie will make copy of the Questions for Public Forum to have copies available.

ACTION #7: Linda will email the Chair of WIIA with a list of the Questions to get out to members.

ACTION #8: Everyone to take responsibility of their own to PROMOTE this public forum; however best they can.

ACTION #9: Phil to get the press releases out for the event to Neigh. News, The Advocate, & S-Times.

ACTION #10: Phil to place a call to WBSM.

- ***Discuss/Plan committee action ROADMAP***

The Committee discussed/planned the ROADMAP of the Committee. Where we've been, how we are going to get where we are going. This will be used as part of the Public Forum as well. The Roadmap is a "Work in Progress."

ROADMAP:

1. Initial DOR visit to Committee to review their report.
2. Gathered information from other Town Reviews.
3. Devised & began Town Employee Interviews
4. Planned & Scheduled Public Forums/Hearings/"Focus Groups" (ex.: WIIA, NFIA, FBA)
5. Written or Mailed Public Survey
6. Identify Peer Towns
7. Peer Town Interviews
8. DOR Follow-up & Review
9. Town Department questionnaires for Boards & Employees
10. Gathering information/discussion of Charter.
11. Proposed Recommendations – Voting & Discussion by Committee
12. Interim Report to Town Meeting

The Committee discussed the above. Creating this list as a roadmap of the Committee.

ACTION #11: Phil to email everyone other Town's Interim Reports for review.

- ***Other questions from the committee, discussions or related committee business***

Phil Washko suggested a Special Meeting for review of the WIIA Public Forum to be held on September 26, 2013; All agreed.

ACTION #12: Bernie to contact Anne K. about the room available for the September 26, 2013 meeting.

ACTION #13: Phil to Post the September 26, 2013 Meeting.

ACTION #14: Linda to contact Meghan about taping the September 26, 2013 meeting..

- ***Closing Public Comment***

None

- ***Review Action Items for Next Meeting***

Pattie reviewed all the Action Items with Committee Members.

- ***Schedule Next Meeting***

WIIA Public Forum Meeting on September 19, 2013 at WI Hall, 6 p.m.

Next Special Meeting will be September 26, 2013 at 6pm. Town Hall

Future Meeting: October 3, 2013 at Town Hall.

Andy Jones made a motion to adjourn and was seconded by Linda Meredith. The motion passed unanimously. Meeting was adjourned at 7:50 p.m.

Respectively submitted,

Patricia A. Pacella
Recording Secretary