

BOARD OF SELECTMEN

**TOWN HALL BUILDING
8 PARK STREET**

Wednesday, January 26, 2022, 6:00 p.m.

**BOARD OF SELECTMEN
MEETING MINUTES**

CALL TO ORDER: On the above date the Board of Selectmen held a workshop meeting at the Town Hall Sun Room. The meeting was called to order at 6:00 p.m. by Chairman Duval. Present from the Board of Selectmen were Vice Chair Hoyt, Members Blanchard, Nowak and Rosenberg. Also present were Town Administrator Green, Administrative Assistant Dunlap, Brian Rhodes from iBerkshires, and Daniel Jin from the Berkshire Eagle. Attending remotely was Bernard Lynch from Community Paradigm Associates.

NEW BUSINESS

Review Scope of General Government Review Committee with the Consultant: Chairman Duval gave historical background on two previous committees that were appointed to look at the Town Charter in the past, and noted one was a five-member committee and the other had nine members. Mr. Bernard Lynch gave a PowerPoint presentation to outline a five-phase process for the committee. *Phase One* would include meeting with the Committee Members, the Board of Selectmen, Town Boards and Department Heads. He indicated he would meet with the Committee Members in mid-February or early March. Time will be spent with the Committee and the Board of Selectmen to learn the processes and systems of the Town, and to gather perspectives on what is and is not working. It is anticipated to reconvene with the Committee in early April to review the findings. *Phase Two* would be to review the findings with the Government Review Committee at that point. *Phase Three* would consider restructure options with the committee. A review will be done on the roles of the Boards, to consider consolidation, modes of appointment, Chief Administrative Officer authority, and best practices to create consistency and efficiency. Modes of appointment to the boards and committees would include the process, and whether elections take place. The Chief Administrative Officer authority would review who is responsible for the budget, contracts, hiring, staff discipline, procurement and other areas. Best practices will be looked at for civic engagement and strategic planning. Mr. Lynch reviewed how the Town of Andover is making their Town Meeting function more effectively. He advised that his role in this process is to be the voice of information to the committee, provide advice, guide them, help them to understand the options available and to facilitate to present the report to the Board of Selectmen, by January of 2023, for Town Meeting consideration. Phase Four is the report presentation to the Board of Selectmen, and *Phase Five* is to provide the report to Town Meeting in June of 2023. It was pointed out that the voters may need to pass the proposed changes after Town Meeting approves them. Mr. Lynch explained this is done after it is approved by Town Meeting and a Special Act by the Legislation, which then allows it to be subject to approval in an election. He noted it could be 2024 before changes are put into effect through the full process. Member Blanchard inquired if the Committee will review what is already in the Charter and propose adjustments from there or if additional items can be added. Member Rosenberg inquired

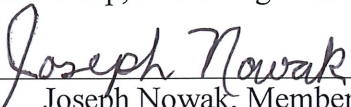
whether technology can lower costs and create voter inclusion. Mr. Lynch advised that the Commonwealth of Massachusetts may include technology by that point. He noted that the Committee will look at the overall organization, not so much to provide structural organization change but more looking at the bylaws to change how to do things or go through executive decision. There are more places for putting the strategic plan into the Charter. Member Nowak asked to include in the Charter the ability to provide for organizational evolution after the Charter is voted to be changed. Mr. Lynch advised they will look at who has the authority to propose and approve a reorganization process and to update it in the Charter up front as well as over time to address changing needs. He noted that different organizations do permitting in a streamlined process. Vice Chair Hoyt asked for modernizing language in the Charter to reflect "Selectmen" having less gender in the title, and to have titles reflect the current times. She requested pronoun usage to use more inclusive language than it currently reads as the language used in documents is currently male centric. Chairman Duval inquired who would report in to the Board of Selectmen, and how it is being done by other organizations. Mr. Lynch advised they would be keeping the Board of Selectmen up to date in a quarterly status report. Other communities had a Member of the Board report in, but it had a negative result. He noted there will be some opportunity after Phase Two to report the findings in a presentation to the Board. A status report would take place in the fall, and then the final recommendations would begin in January of 2023. The Committee will need guidance and feedback, and if there is a topic that a couple members need to follow up on they may need to meet with the Town Administrator or department head. Chairman Duval inquired if these meetings need to be posted and open to the public, and he noted that Town Counsel had recommended they be posted and open public meetings. The meetings will be posted by the Town Administrator's office. A list of contact information for the Committee Members will be provided, and a meeting is anticipated in mid-February.

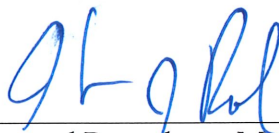
ANNOUNCEMENTS AND GOOD OF THE ORDER: *Vice Chair Hoyt* announced that at noon on Friday the Massachusetts Selectmen's Association is meeting virtually, and there will be a presentation by K.P. Law at noon.

ADJOURNMENT: *Motion made by Member Blanchard to adjourn, second by Vice Chair Hoyt. Vote: unanimous. Motion passed. The meeting adjourned at 6:45 p.m.*

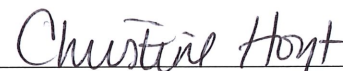
Respectfully Submitted,

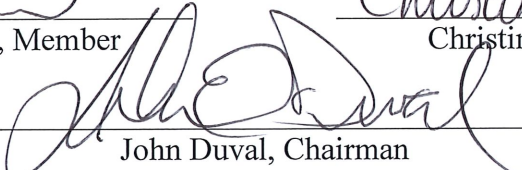
Deborah J. Dunlap, Recording Secretary


Joseph Nowak, Member


Howard Rosenberg, Member


Richard Blanchard, Member


Christine Hoyt, Vice Chair


John Duval, Chairman