Members in attendance: Steve Marchese, Kelly Pappas, Roger Riggs, Charles Murphy, Gary Gianino, Michael Runyan, Paul Sheehan, Sally Willard, Robert Hogan

Also present: Planning Director Kristin Kassner, Inspector of Buildings John Clancy, and Parks and Recreation Director Brendan Egan

Chairman Kelly Pappas called the Government Review Committee to order at 6:30 pm in the Burlington Town Hall, main hearing room.

Minutes:
Approved the minutes of March 21, 2018 as printed.

Department Head Discussion:

- Planning Department

Ms. Kassner explained the planning department has a staff of four, and they report directly to the Planning Board. The Planning Department has been successful because they have created a hierarchy within the department. That hierarchy has enabled them to delegate the many complex tasks that comes through the department. The Development Coordination Meetings meets twice a month and has improved projects in Burlington, because the department heads can get technical questions answered by the applicant and understand the goals of the other departments.

She noted there have been occasions that certain issues could have been avoided or dealt with better through collaboration over multiple departments. Having the support of administration when attempting to resolve an issue is advantageous. Administration needs a hierarchy of different roles, not for central control of decision-making, but for central strength to bring the right people together to find opportunity, or resolve something that gone wrong quickly. The committee should look at ways to have oversight, organization and collaboration/communication in government. Ms. Kassner supports moving from a town administrator to a town manager and strengthen that role.

Burlington may not need an Economic Development Director if those responsibilities are mixed into other roles. It is important to have a central point of contact for development opportunities.
The Planning Department signed a contract with App Geo to digitize the maps, which will be available across departments. Mr. Doherty, Town Appraiser/Assessor, wants maps and the Planning Department wants the data for the maps. She supports a centralized IT technology with GIS.

Ms. Kassner is not sure how employee issues get resolved. It needs to be clarified. The Planning Board hires the Planning Director, and Planning Director makes the hiring recommendation to the Planning Board for the positions within the Planning Department.

- Building Department

Mr. Clancy explained last year the department did 4,500 permits and 7,600 inspections. He thinks the committee should look at the day-to-day operations, and make the government operate as smoothly as a corporation/business. The department heads should report to someone for accountability sake.

Development Coordination Meetings work well, and if he could change anything, it would be for those meetings to occur weekly. His department has to ensure all the conditions from all the departments are met, and he suggested a software package to coordinate that with the other departments.

He has eight people working in the building department. Building Inspector runs the day to day, and makes the hiring recommendation to the Town Administrator.

He noted some communities, such as Cambridge, have annual inspections of the multifamily housing buildings especially the rental properties. Burlington doesn’t have that and in the future Burlington will need someone to do those.

There is a transition plan in place for the last 12 months for Mr. Clancy’s retirement. His successor has not been appointed yet.

- Parks and Recreation Department

Mr. Egan noted there is five-member commission he reports to. Three members are elected, and two members are appointed – one from Planning Board and one from the School Committee. The department has 16 full time staff. The budget is $1.74 this year that is for recreation and maintenance.

He recommended improving facilities, looking at the long-term care plan for those and getting more space for programs. Make a clear set of goals and objectives that are shared across the boards is important. All department heads are called together once a year for a meeting in January about budget. He suggested more scheduled set of meeting throughout the year.

The Recreation Department does not report to the Town Administrator. Communication with other departments is good across the board, such as police/fire detail for events, borrowing vehicles from other departments, sharing space with the council on aging, etc.
He noted sometimes there is an overlap with programming at library. The programs may be similar to something the recreation is offering, except they can offer it at a lower cost or free because of government grants.

The con to merging recreation maintenance with DPW is the delayed response time. Having maintenance in the same department makes it easier to plan programming needs, and there is a quicker responsiveness with resident calls about parks.

Parks and Recreation Director run the day to day, and make the hiring recommendation to the Recreation Commission. Recreation Commission does the hiring.

Motion to adjourn the meeting at 8:24 pm was made by Gary Gianino, and seconded by Charles Murphy.

**PASSED: 9-0-0**

Next meeting:
Monday, April 30 at 6:30pm
Burlington Town Hall, Main Hearing Room.

*Minutes respectfully submitted by:*
Noelle Judd, Recording Clerk