DEPT/BOARD: Government Review Committee

DATE: June 18, 2018
    Monday

TIME: 6:30 pm

PLACE: School Committee Meeting Room
       Burlington High School

Agenda

Attendance

Approve Prior Minutes

Speakers: Melinda Ordway and Marcia Bohinc from the Technical Assistance Bureau of the Division of Local Services.

Preliminary discussions regarding recommendations.

Next meeting – TBD

Adjourn
Members in attendance: Steve Marchese, Kelly Pappas, Gary Gianino, Paul Sheehan, Sally Willard, Roger Riggs, Charles Murphy

Members absent: Robert Hogan, Michael Runyan

Chairman Kelly Pappas called the Government Review Committee to order at 6:32 pm in the School Committee Meeting Room, Burlington High School.

Minutes:

The Government Review Committee tabled the approval of June 4, 2018 minutes to the next meeting to allow Gary Gianino time to make edits.

Technical Assistance Bureau of the Division of Local Services:
Presenters – Melina Ordway and Marcia Bohinc of the Technical Assistance Bureau

Ms. Ordway explained that the DLS (Division of Local Services) supports local officials achieve sound and effective fiscal management through guidance, training and oversight. Their intent is to help communities move forward.

In regards to the Government Review Committee, there has been a movement amongst communities in the commonwealth that are re-envisioning where they are at and where they want to be as a community. Mr. Ordway distributed information listing communities that are going through reviews currently or have recently done one.

Two methods for moving forward are:
- Create a Charter Commission
- Extending the charge of the Government Review Committee

During a management review, DLS tries to identify inefficiencies. They typically review the financial offices, IT, the administration, and HR to ensure the process is flowing seamlessly and without redundancies.

The DLS does not make recommendations in regards to operations. The comments are typically about structure, and focused on the financial side of things. The DLS looks at IT systems as they relate to finance, and there is secondary group, through
the community compacts IT grant, that will look at permitting software, and dispatch center for public safety software.

There is a trend amongst communities is Massachusetts towards a Finance Director. Those communities typically combine accounting and collections, while leaving the assessors separate. Some have even combined town and school offices because of the similarities. The goal is to keep this sort of responsibly out of the Town Manager’s office.

Based on a community’s charter, a Town Administrator can appoint a CFO, but the DLS recommends that the financial offices work a cohesive team, rather than different financial sectors reporting to different individuals/bodies.

The title of manager vs. administrator does not matter as much as how the position is structured.

Burlington has two major roles to fill in the future – Treasurer and Town Administrator. That could be addressed through the bylaws, while doing an overall study of the town.

The DLS recommendations for Burlington are:

- Adopt a charter
- Top down management structure
- CEO responsibilities should include: Financial management, day to day operations, personnel administration, and financial policies and planning
- Seek assistance from town counsel or experienced consultant

*Links discussed during the meeting -*

Citizens guide on the Secretary of State:
http://www.sec.state.ma.us/CIS/ciscig/guide.html

Amherst Charter Commission 2018:
https://www.amherstma.gov/2248/Charter-Commission

Westborough Charter Review Committee
https://www.town.westborough.ma.us/town-clerk/events/30183
https://www.town.westborough.ma.us/town-manager

Wrentham Town Government Study Committee 2014
http://www.wrentham.ma.us/boards-committees/wrentham-ma-board-of-selectmen/tgsc
Preliminary Discussions Regarding Recommendations

Gary Gianino suggested waiting for the full board prior to making recommendations. Roger Riggs suggested structuring the recommendations, and scheduling future meetings. Steve Marchese noted that the committee should present all the options to the BOS, and allow them to determine the next step.

Motion to adjourn the meeting at 7:50 pm was made by Charles Murphy, and seconded by Roger Riggs.

PASSED: 7-0-0

Next meeting:
Monday, July 9 at 6:30pm
Burlington Town Hall, Main Hearing Room

Minutes respectfully submitted by:
Noelle Judd, Recording Clerk