

Minutes: Boxborough Town Government Study Committee: April 5, 2017

Morse/Hilberg Meeting Room Town Hall Approved 4/25/2017

1. The meeting was called order at 7:05 am by Susan Bak Chair of the Committee.
Present were: Susan Bak, Sheila Bauer, Thom Begin, Jennifer Campbell, John Fallon, Nancy Settle-Murphy, Selina Shaw
Absent: Hugh Fortmiller, Bob Stemple
2. The Committee reviewed the Minutes of the March 3 meeting and voted unanimously to approve them.
3. Internal Interview Process: Nancy and Sheila
 - a) Three of the 4 Major Department Heads, 3 of the 5 Selectmen, the Town Clerk and one Finance Committee member have been interviewed. Sheila and Nancy will try to complete at least the remaining 2 Selectmen interviews before the next meeting.
 - b) They reviewed the results of the interviews to date; there were a number of common themes.
4. "2006-2007" Selectmen: John
 - a) The three people who were on the BOS under the STA structure in 2006 and the current structure in 2007 and 2008 and were part of the decision to change the structure have been interviewed.
 - b) Composite notes from the interviews were distributed and reviewed; there was a good deal of commonality with the internal interviews.
5. Matrix of TA Responsibilities: Jennifer
Jennifer extracted data from the comparative TA job descriptions and organization charts collected by Selina and created a matrix of responsibilities by town. The conclusion was that this data was not really useful now but would be when it came time to write the TA job description
6. Comparative Town Report: Selina
Selina updated her survey to include data from 15 towns. One surprise is how many Towns have "weak" police chiefs but "strong" fire chiefs. It is pretty clear there is no real correlation between the strength of the TA and the Police/Fire Chiefs.
7. Interviews with other Towns
 - a) Based on the comparative town data it was decided that Bolton, Harvard, Littleton and Stow were the four towns to be surveyed. The ideal would be to survey the Town Administrator and one member of the Board of Selectmen.
 - b) Selina will contact the TA's in these four towns to get the process going.
 - c) Jennifer, John and Sheila will be the interview team.
 - d) Nancy will draft some potential interview questions
8. Thom left the meeting at 8:00; the meeting adjourned at 8:40 pm

9. Next meeting: TUESDAY April 25 at 7:00 am at Town Hall.

Respectfully submitted,

John Fallon
Clerk