

Town Government Study Committee
Minutes 7/12/2017 APPROVED

Date: July 12, 2017
Members Present: Gene Blanchard, Gay Shanahan, Kathleen Glynn, Anne Ward, Alex Chin, Ted Flynn, Marty Desmery, Julia Adams
Members Absent: None
Guests: Mary McKinnon and Marcia Bohinc, Mass Dept. of Revenue, Division of Local Services Technical Assistance Bureau

The meeting was called to order at 7:10. Mary and Marcia introduced themselves and described their backgrounds. We reviewed the process to date, and reviewed the scope of the services to be provided by the DLS.

Mary reviewed several areas she has identified that might be considered by the GCs in terms of recommended changes. She discussed:

- Increasing the size of the BoS from 3 to 5, although the Committee described its overwhelming preference to keep the BoS at 3 members;
- Considering a bylaw limiting town employees from running for office in Duxbury;
- Requiring public access to the auditor's management letter;
- Implementing an Audit Committee (which would be responsible for the Management Letter as well as the process to change the audit form or audit partner);
- Putting the Warrant's financial information on the town website;
- The "core list of policies" of the DOR, including: reconciliation policy, receivables, Tax enforcement, forecasting, and capital panning (definition of a capital project threshold conflicts in places);
- Publishing the capital budget presentation on the website
- The software "co-urbanize (implemented in Concord, Ashland and Boston) which improves citizen engagement, helps with document management policies and data visualization.

With respect to the issue of a Building Committee, they indicated that they would need to do further research.

We made arrangements to share additional background information and Mary and Marcia indicated that the report would probably be ready in October, in time for the GSC's report writing and public discourse phase.

After they left, the group unanimously agreed that they were very helpful and had some interesting insights.

The Committee's next meeting is on 10/18, followed by a meeting on 11/1. The meeting was adjourned at 9:15 pm.

Respectfully submitted,
Gay Shanahan