

Town Government Study Committee  
Workplan Subcommittee Meeting  
Minutes 11/15/2017 - APPROVED

Date: November 15, 2017  
Members Present: Gene Blanchard, Gay Shanahan, Ted Flynn  
Members Absent: Anne Ward, Julia Adams, Kathleen Glynn, Alex Chin  
Guests: None

The meeting convened at 3PM. The meeting goal was to identify a plan to deliver potential draft articles to the GSC for its 11/29 meeting, to meet Rene's 12/1 deadline for receipt of these articles. The group went through the DLS report item by item:

Expand BoS: The group stated that the committee had fully vetted this issue and proposed not to write anything for consideration at the 11/29 full meeting.

Move TM date: The group decided to include a full write-up in the report about the GSC's support of moving TM date, but not to include a warrant article this year as it was just voted on last year.

Audit Committee: We decided to ask Alex to work on this section. The group felt that the bylaw should include a description of the responsibilities of the Audit Committee, as outlined in the bullets of the report. It should also contain who is on it, and Ted commented that we had discussed the committee consisting of 3 members of FinComm, with a goal of keeping it small. Gay will follow up with Alex.

Planning Director reporting structure: Gene offered to draft this article. He will send a draft to the Planning Board, and offer to have GSC members come to discuss.

Permanent Building Committee: The subcommittee will work with a change in direction, tabling a bylaw for a permanent building committee, which the GSC will discuss 11/29. In the meantime, Gay will redraft this section, suggesting construction request procedures and a requirement for a clerk-of-the-works. It will contain dollar figures, with input from town officials. This procedure would not be a bylaw.

Define Capital Planning: The subcommittee felt that Fiscal Advisory should tackle these inconsistencies and develop these bylaw changes. The GSC anticipates that, at this late date, Fiscal Advisory may need to do this for 2019 ATM. Gay will follow up with Alex.

Town/School financial Team: The report suggests a bylaw to form this team. The subcommittee suggested that Gay contact Anne and Julia and suggest they draft a report section or bylaw for consideration 11/29. We discussed that perhaps this team could be a formal working group rather than a bylaw driven committee.

Eliminate the Health Insurance Trust Fund: We discussed that this is not possible for two more years given certain agreements with the unions. The subcommittee

discussed the risks of both the GIC and self-insurance. We did not feel entirely competent to make a strong recommendation, and decided Gay would draft a section commenting on the need for close supervision of this decision.

Reconciliation and Ambulance Receivable policies: We noted these comments in previous management letters. Gay will draft report sections.

Update Town Website: We felt this section came under the concept of transparency in town government as well as the IT commentary. Gay will draft something on transparency.

Electronic Voting: Gay will add references to the M.G.L. sections into the report.

Personnel Board: Ted agreed to make inquiries on this issue. The GSC did discuss this and did not choose any actions early on.

Review Bylaws: Gene will draft articles proposing bylaw changes to the following: Annual audit requirement, Duxbury town employees as Elected Officials and Duxbury elected officials holding multiple offices. Gay will ask Mary McKinnon for clarification regarding Tax Enforcement and License denial due to outstanding taxes.

We believe we will have 2018 articles as follows:

Moderator Term

Reconsideration

Bylaw Clean-up

Planning Director

Audit Committee

Annual audit

Elected Officials/Employees

Elected Officials/Multiple Offices

Possible 2018 articles:

IT recommendation

Personnel Board

Tax Enforcement

Municipal Modernization Act – licenses granted to delinquent taxpayers < 1 year

Capital Planning definition (Fiscal Advisory?)

Other non-article recommendations:

Town/School Finance Team

Construction Request process/Clerk-of-the-works

Health Insurance

Reconciliations

Ambulance Receivables

Website and Transparency