



TOWN OF CHARLTON

Minutes of Government Study Review Committee Meeting

Tuesday, April 25, 2023, 6:00 p.m.

Zoom Meeting ID: 894 0867 1292

Zoom Passcode: 903228; Phone Access: +1-646-558-8656

In-Person: Senior Center - Town Hall

Committee Members Present:

Mr. Joseph Haebler, Chairman

Mr. Gerald Doble, Vice Chairman

Mr. Adam Kelly, Clerk

Committee Members Absent:

Ms. Jeanne Costello, Committee Member

Mr. James Nee, Committee Member

Others Present:

None

I. Call to Order:

A. J. Haebler called the meeting to order at 6:07 p.m.

II. Approval of Previous Minutes:

A. Minutes from the previous meeting not yet available – will be prepared, submitted and voted upon at the next meeting.

III. Review Committee Status and Goals:

A. Recommendations from 2016 report

1. Creation of a Human Resources Director; that is pursued in a way that would leave it autonomous from other departments in town in order to remain effective.
 - a) Assessed as completed
2. Creation of the position of "Finance Director" to replace the position of Treasurer and Collector, and that the position of "Finance Director" handles matters pertaining to day-to-day financial policy in a purely autonomous fashion.
 - a) Assessed as partially completed
 - b) Finance Director position is filled
 - c) The position still requires a bylaw in order to create and enforce policies – this will require Town Meeting action/approval
3. Position of Constable which is an elected position equal to 3 years should be changed to an appointed position also equal to 3 years with the Board of Selectmen being the appointing authority



- a) Assessed as incomplete
4. The Board and Selectmen and Town Administrator work with other departments to clarify the government chain of command.
- a) Assessed as completed
5. The Board of Selectmen and Town Administrator investigate ways of maintaining and increasing the pool of willing and able volunteers.
- a) Assessed as still valid
6. The Board of Selectmen, Town Administrator, and all employees of the Town work towards implementing a spirit of camaraderie and trust amongst employees for the betterment of the Town and for the sake of optimizing efficiency.
- a) Assessed as met
- b) Should continue to be a focus area both up and down the chain
7. The Planning Director be restored to its previous hours.
- a) Assessed as completed
8. Employee evaluations should be adopted as widespread practices across all boards, agencies and departments within the Town.
- a) Assessment undetermined
- b) Unclear to the Committee whether evaluations are currently mandatory or just highly encouraged
- c) Unclear on union vs. non-union – although the Committee agreed all employees should be evaluated regardless of union status
- d) J. Haebler seeking the definitive answer on current status
9. The Town to adopt a goal of working towards minimizing the amount of leadership fatigue and adopt M.G.L. ch. 43C §13 (known as the “Consolidated department of municipal inspections; petition summary; ordinance or bylaw”) and hire a part-time local Building Inspector to assist the current position of Building Commissioner.
- a) Assessed as completed
10. The Town direct the Board of Selectmen to discuss each recommendation, as outlined above, at a regularly scheduled meeting of the board prior to July 1, 2016 to determine what action shall be taken. If deemed necessary, action be taken to form a Strategic Action Planning Committee to move forward with creating an action plan to implement said recommendations, and report back to the Annual Town Meeting in May 2017 with their action taken or anything relative thereto or thereon.
- a) Assessed as completed, given the recommendations which have or have not been accepted since the Government Study Review Committee white paper was submitted in 2016

- b) A. Kelly commented that the Town should have a vision and clear goals outlined, which also have associated timelines for completion, but which also explicitly details and directly requires each department, commission, committee, board, etc. to contribute towards completing. Regular status updates should be provided by the various Town components on their progress towards meeting the overarching Town goals – publicly reporting statuses on a regular cadence (not too frequent, but also not too infrequent) maintains accountability, validates alignment, ensures progress, and removes blockers.

B. Analysis of Committee Work

- 1. Committee has engaged in a great deal of discussions and performed a great deal of work thus far, now necessary to pull information together to begin drafting the recommendations and report

C. Future Path of the Committee

- 1. Still need to speak with Police, Fire, School Board, and Board of Selectmen at the very least before finalizing recommendations and report

D. Preparation for Final Report

1. Decisions for recommendations

- a) Town Clerk should be appointed
 - (1) Highly technical field
 - (2) More of a profession now with breadth and depth needed
- b) Constables should be appointed
 - (1) Training and experience is key for this position
- c) Tree Warden should be appointed
 - (1) Fits well under a Department of Public Works (DPW) construct
 - (2) Position is mostly contract management and coordination between the Town, residents, businesses, and utilities
- d) Recreation Commission could fit under a DPW construct
- e) Cemetery Commission fits well under a DPW construct
- f) Water and Sewer could remain a separate entity from DPW
- g) Finance Director position requires bylaw in order to create and enforce finance policies
 - (1) Will require Town Meeting action and approval
- h) J. Haebler, G. Doble and A. Kelly agreed the Town would benefit from a Town Manager
 - (1) With recent additions of a Human Resources and Finance Director, and the potential of establishing a DPW, the Town

is already underway on a construct that would work well with having a Town Manager

- (2) However, J. Haebler, G. Doble and A. Kelly also agreed that the Town is likely “not ready” in terms of appeal for that kind of change to be implemented

2. Overview

- a) A. Kelly will create an outline for the Committee to begin drafting the Committee’s report
- b) Overall, the Town’s operations, organizational structure and the general mood between both staff and departments has improved since the previous Committee’s white paper submitted in 2016

IV. Other Business:

- A. A. Kelly will seek willingness from another Town to speak to the Committee about the other Town’s recent DPW consolidation – seeking pros, cons, etc.
- B. A. Kelly will ask the Town Administrator for a copy of the previously suggested DPW organizational structures
- C. A. Kelly will send survey to the Town Administrator for dissemination

V. Next Meeting and Adjournment:

- A. Motion by G. Doble to adjourn, seconded by A. Kelly, unanimous vote at 6:53 p.m.
- B. Next meeting is scheduled for Tuesday, May 16, 2023, at 6:00 p.m. in Meeting Room 1 at Town Hall and also available on Zoom.

VI. Contact:

- A. Any questions, comments or concerns should be addressed to the Committee via email at GovStudy@townofcharlton.net

Respectfully submitted by:

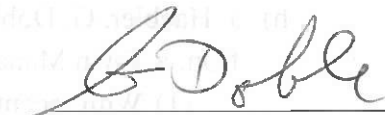


Mr. Adam D. Kelly
Clerk
Government Study Review Committee


Accepted by:



Mr. Joseph Haebler
Chairman



Mr. Gerald Doble
Vice Chairman


Mr. Adam Kelly
Clerk

Ms. Jeanne Costello
Committee Member

Mr. James Nee
Committee Member