



TOWN OF GROVELAND  
MEETING NOTICE  
(MGL Chapter 30A Sections 18-25)

COMMITTEE OR

COVENING BODY: \_\_ Government Study Committee \_\_\_\_\_

MEETING PLACE: \_\_REMOTE via ZOOM Meeting

DATE & TIME OF MEETING: \_\_February 17, 2022

6:30 – 7:30 PM

Members: Joe D'Amore, Chair

Mike Dempsey, Secretary

Bette Gorski

Andrew Cox

Technical Advisors : John Christopher & John Osbourne

AGENDA ITEMS:

Review of final version of Town Administrator By -Law approved by the Select Board

Review of final recommendations by Government Study Committee to the Select Board

Discussion on changes, modifications to By- Law

Discussion of potential impact of Department of Local Services – Financial Management Review

Discussion on process to develop and deliver a final report to the Select Board

- Either an Interim Report to accommodate the Select Board's wishes
- Or Final Report

Closing out Government Study Business (Unless committee is directed to produce in interim report and then table the matter until a later time- as directed by the Select Board)

VOTES MAY BE TAKEN

ZOOM MEETING

Join Zoom Meeting

<https://financialguide.zoom.us/j/4953098182?pwd=S0RVdURaTGVqbVM3UHhPZnNlb2lKQT09>

TOWN OF GROVELAND  
2022 JAN 31 AM 10:29  
TOWN CLERK  
RECEIVED/POSTED



Meeting ID: 495 309 8182

Passcode: 572861

**ALL MEETING NOTICES MUST BE TIME STAMPED AND FILED AT THE TOWN CLERK'S OFFICE AND POSTED 48 HOURS PRIOR TO THE MEETING, (EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS).**



DRAFT

## Groveland Town Administrator By-Law Preamble

*Massachusetts General laws Chapter 41, Section 23A allows the Board of Selectmen to appoint a Town Administrator for a term of one or three years. Under the statutory provisions, the Town Administrator acts by and for the Board of Selectmen.*

*Collectively, the Board of Selectmen is the chief executive officer of the Town of Groveland. It is charged by state statute, regulation, and the town by-laws with the responsibility for the orderly and efficient operation of town government, and the safety and wellbeing of its citizens. The Board of Selectmen is the policy maker for the town. It sets policies and goals for successful future government administration.*

*The Town Administrator acts as the agent of the Board of Selectmen. He or she has the daily responsibility for the operation of town government, and oversight of its employees, special employees, boards, committees, commissions and departments unless otherwise excepted by statute.*

*The Town Administrator duties and responsibilities are set out in the statutes and regulations of the Commonwealth of Massachusetts, the terms of this by-law, and the provisions of the other town by-laws where applicable.*

### LEGAL REFERENCES

This by-law reflects a consolidation of powers and duties of the Town Administrator in the capacity as Chief Financial Officer or Personnel Officer. These powers and duties emanate from other town by-laws and documents which may be cited throughout this document. These by-laws and documents are as follows:

- 1. Town of Groveland General By-law Section 2-36A- Department of Finance and Budget**
- 2. Town of Groveland Personnel By-law. Sections 2-50, 2-56, et seq.**
- 3. Town of Groveland Personnel Procedures Manual. G.L.c.41§§108A,108C**
- 4. Future planned Produced Financial Procedures Manual.**

The Town Administrator acts at the direction of a majority of the Board of Selectmen. No member of the Board of Selectmen unless authorized by a majority vote of the Board may direct the Town Administrator in the performance of any of his or her lawfully assigned duties

TOWN OF GROVELAND  
2022 JAN 31 AM 8:52  
TOWN CLERK  
RECEIVED/POSTED

## **Section 1 – Appointment**

1. The Board of Selectmen by an affirmative vote of at least four members may initially appoint a Town Administrator for a term of one year and three-year recurring terms thereafter.
2. The Board of Selectmen may appoint a search committee of at least five people not to include any member of the Board of Selectmen for the purpose of recommending candidates for the position of Town Administrator.
3. The Town Administrator shall be appointed on the basis of education, executive and administrative qualifications, and experience. He or she shall not have held any elected or appointed positions in town for a period of three years prior to appointment.
4. Upon appointment, the Town Administrator shall post a bond at an amount fixed by the Board of Selectmen, or provide professional liability insurance in an amount satisfactory to the Board of Selectmen naming the town as the loss payee.

## **Section 2 – Powers and Duties**

1. The Administrator shall be the chief administrative officer of the town and shall be responsible for daily administration, management, and coordination of all departments, employees, boards and commissions under the delegable statutory and regulatory authority of the Board of Selectmen. The Administrator as agent of the Board of Selectmen as a matter of law owes the Board of Selectmen collectively and individually the utmost loyalty and fidelity in performance of his or her assigned duties requiring therefore complete impartiality and transparency in the dissemination of information and communications to each board member.
2. The Administrator shall devote full working time to the duties of the office, and shall not become a candidate for or hold any elective office during the term of appointment. The Administrator shall not engage in any business activity during the appointed term without the written consent of Board of Selectmen. The list of duties and responsibilities are set out in the Appendix.

### SECTION 3: Financial Responsibilities

1. The Town Administrator shall be the Acting Financial Director<sup>1</sup> (Town Administrator/Financial Director) until such time that special legislation is enacted through the annual town meeting repealing or amending General By-law 2-36A- Department of Finance and Budget.<sup>2 3 4</sup>
2. Upon appointment, the Administrator, shall within two months, consult with the Town Accountant<sup>5</sup> and the town's independent auditors to draft a **Financial Procedures Manual**. The manual shall contain a system of controls directed at preventing fraud and/or embezzlement by either a town employee or a

---

<sup>1</sup> A review of the Commonwealth's statutes pertaining to municipal governance as well as the regulations of the Massachusetts Department of Revenue indicate that there is no legal impediment to a town administrator jointly holding the position of acting finance director. See generally, G.L. c. 39 §1 et seq.; G.L. c. 40 §1 et seq.; G.L. c. 41 §1 et seq.; G.L. c. 44 § 1 et seq. (Municipal Finance). 830 CMR c. 14.00 et seq.

<sup>2</sup> The Department of Finance and Budget was created by special acts legislation in 1998. Acts of 1998, Ch. 60. In passing that legislation, the Groveland Board of Selectmen and the town meeting sought permission from the legislature for the Board of Selectmen to assign as they deemed fit administrative and personnel duties to the Finance Director. Gen By-laws 2-36A, Sec. Seven. This power to assign administrative and personnel duties to the Finance Director in addition to the expressed financial responsibilities demonstrated a local government intent sanctioned by the state legislature that one person fulfill the role as finance director as well as facilitator of administrative and personnel responsibilities. A legislative grant of power to a municipality carries with it all implied powers necessary to implement the legislative grant. Fafard v. Conservation Commission of Barnstable, 432 Mass. 194, 206 (2000). Here, the legislature has approved a finance department by-law wherein the selectmen can assign the department director unrelated administrative and personnel duties. That grant to the selectmen carries with it all implied powers necessary to carry out its purpose. In this case, appointing a town administrator as acting finance director is in furtherance of that purpose.

<sup>3</sup> The Town of Groveland By-laws imbue the Board of Selectmen with the power to act for the wellbeing of the town and formulate personnel policies through the Personnel By-law and Personnel Procedures Manual to hire, transfer and appoint emergency employees. Pers. By-2-94, 2-96 (a-d). Personnel Procedures Manual pp. 2,13 law §§ 2-92. This broad grant of flexibility in personnel matters supports a decision by the Board of Selectmen to approve through this by-law the transfer financial of responsibilities to a Town Administrator by designating the Administrator as "Acting Finance Director."

<sup>4</sup> In 1994, the Town of Georgetown created a municipal financial department with the position of finance director. Shortly thereafter the Board of Selectmen hired a town administrator. In 2013, the Massachusetts Department of Revenue through its Division of Local Services undertook a review of Georgetown's financial and governmental structure. After that review, they published a report entitled "Financial Management Review". On page 4 of that report the Department of Revenue noted without criticism that the Georgetown Town Administrator also is the "Acting Finance Director". That duality of office continues in Georgetown to this day. Similarly, in Topsfield Massachusetts, the Town Administrator also functions as its Finance Director. A 2008 Department of Revenue Financial Management Review found no criticism with that dual role. Topsfield today still relies on its town Administrator to act as finance director.

<sup>5</sup> Massachusetts General Laws Chapter 41, Section 56 provides in relevant part that the town accountant sign warrants after examining bills, orders, and payrolls. The accountant is further charged with the responsibility not to authorize payment of bills, orders, or payrolls that are fraudulent, illegal or excessive. This responsibility demonstrates the important role the town accountant will have in drafting a financial procedures manual.

town contractor. The **Financial Procedures Manual** may be amended by the administrator with the consent of the Board of Selectmen.

3. To the extent permitted by state law and by the town's Department of Finance and Budget By-law, warrants for payment of town funds authorized by the town accountant shall be submitted to the Administrator for approval. The Administrator's approval shall be sufficient authorization for payment from the town treasury. In the absence of the Administrator or a vacancy in the position, one selectman designated by the Board shall approve all warrants.
4. The Administrator shall be the chief procurement officer of the town with the responsibility for purchasing all town supplies and services for all departments except those of the school department, police department, and fire department. He or she shall be responsible for all town department budgets, and coordinating the town budget with the school department budget.
5. The Administrator shall assemble, prepare, and present to the Board of Selectmen all annual operating and capital budgets of the Town and be responsible for the development and annual revision of the capital improvements program.
6. The Administrator shall be responsible for seeing that the budget is administered and expended as adopted by the Town Meeting and in accordance with the General Laws, the town's **Department of Finance and Budget By-law** and this By-law.
7. The Administrator shall distribute, or cause to be distributed copies of the warrant and Finance Committee report for all Town Meetings.

#### **Section 4 – Responsibilities for Personnel Administration**

1. The Administrator shall be designated by the Board of Selectmen to serve as personnel officer for the town, with responsibility for the administration of the town's personnel system in accordance with the provisions of the town's **Personnel By-law and the Personnel Procedures Manual**. The Administrator shall conduct annual evaluations of all department heads who are subject to the provisions of the Personnel Procedures Manual and not otherwise excepted from evaluation by statute.
2. The Administrator shall administer and enforce collective bargaining contracts, personnel rules, regulations, and by-laws adopted by the town.
3. The Administrator may inquire at any time into the conduct of any officer, employee, special employee, independent contractor, department, board commission or agency with regard to any matters affecting town administration and have open and free access to all documents, and records from any source, electronic or otherwise, that are relevant to said inquiry and not otherwise privileged.
4. After consultation with the Board of Selectmen, the Administrator shall from time to time propose, and the Administrator may adopt, where appropriate by amendment, personnel rules and regulations relating to all town positions, except those covered by collective bargaining contracts and those under the jurisdiction of the school, police, fire and light departments. Such rules and regulations shall provide



for methods of determining the merit and fitness of candidates for appointment and promotion; policies and procedures regulating reduction in force and removal of employees; hours of work and wages, attendance regulations, and provisions for sick, vacation, military and other leave.

The Administrator may implement policies and procedures relating to provisional appointments, in service training programs, grievance procedure rules, rules relating to employee organizations, and other practices and procedures necessary to the efficient operation of a personnel system. Unless otherwise agreed, the Administrator's personnel responsibilities do not extend to the police, fire, and light departments or the school department.

## **Section 5 – Responsibilities for Appointments, Discipline, and Grievances**

1. Subject to the approval of the Board of Selectmen and within the limitations outlined by state statutes, the Administrator shall have the power to appoint any employee, department head or supervisor on the basis of merit and fitness alone. The Board of Selectmen may at its option designate the Administrator to advise on union and contractual employee's grievance procedures. Additionally, the Board of Selectmen as level three grievance hearing officers in the **Personnel Procedures Manual** may at their option and within their sole discretion designate the Administrator to act as the hearing officer to adjudicate "step three" grievances under the town's **Personnel Procedures Manual** with regard to any grievance brought by a town employee unless that appointment constitutes a conflict of interest for the Administrator. In such instances, the Board of Selectmen will remain as the step three grievance hearing tribunal as required in the manual. The Administrator as designated hearing officer shall within the timelines outlined in the Manual investigate the allegations in the complaint; meet with the employee; attempt to satisfactorily resolve the complaint; and in the absence of a satisfactory resolution of the complaint render within seven days of the meeting a written decision with a statement of reasons for disposing of the complaint.

Any employee dissatisfied with the Administrator's decision may within seven (7) days after receipt of the decision appeal to the Board of Selectmen who within seven (7) days of receipt of the appeal may with or without a hearing affirm, modify or reverse the decision of the Administrator.

2. Temporary Suspensions: The Administrator, where allowed by state statutes, may when circumstances warrant such action, immediately suspend any employee, supervisor, or department head with or without pay for a period not to exceed seven (7) days for any reason outlined in the "Disciplinary" section of the **Personnel Procedures Manual**. The employee is entitled to grieve the temporary suspension as outlined in the Manual.

3. Dismissals: The Administrator with the advice and consent of the Board of Selectmen may dismiss any employee, supervisor, or department head in conformance with the procedures outlined in the **Personnel Procedures Manual** section "Dismissal."

4. Dismissals of Board, Committee and Commission Members: Members of boards, committees and commissions appointed by the Administrator after consulting with the Board of Selectmen may be dismissed by the Administrator for cause. The Administrator shall have no power to dismiss any board, committee or commission member who attains that position by virtue of a town election.

Any board member aggrieved by the decision of the Administrator may pursue secondary procedures and appeals as enumerated in the existing **Personnel By- Law and Personnel Procedures Manual** or within seven (7) days of dismissal request the Board of Selectmen, review the dismissal. The Board of Selectmen within seven (7) days of receipt of said request for review may affirm, modify or reverse the decision of the Administrator. This review shall not give the dismissed person any rights under the town's **Personnel Procedures Manual** unless already stated in the manual.

If after this by-law is enacted and approved by the Attorney General, any subsequent amendment of the **Personnel Procedures Manual** dealing with "discipline" and "grievances" of employee's conflicts with the terms of this by-law Section then the terms of the **Personnel Procedures Manual** shall thereafter control the rights of the parties in such matters.

### **Section 6 – Responsibilities for Administration Reorganization**

1. The Administrator may with the approval of the Board of Selectmen and unless prohibited by statute, establish, reorganize, consolidate or abolish any department or position.
2. The creation of any new full-time compensated position shall require the approval of the affirmative vote of four members of the Board of Selectmen.

### **Section 7 – Evaluation**

1. The Board of Selectmen shall annually evaluate the performance of the Administrator. The Board shall adopt a written set of procedures and criteria which shall form the basis for the evaluation.
2. A copy of the evaluation shall be provided to the Administrator.

### **Section 8 – Removal**

1. The Board of Selectmen by the affirmative vote of at least four members may initiate the removal of the Town Administrator by adopting a resolution to that effect stating the reasons for the removal. The vote initiating removal shall be taken at a regular scheduled public meeting and in open session, or other session all in conformance with the Commonwealth of Massachusetts' Open Meeting Law.
2. The adoption of said resolution shall serve to suspend the Administrator for a period of not more than forty-five (45) days, during which time his or her salary shall continue to be paid. A copy of such resolution shall be delivered forthwith to the Town Administrator in person, or sent by certified mail return receipt requested to his or her place of residence.
3. Within five days following the receipt of such resolution, the Administrator may file a written request for a public hearing. If such a hearing is requested, the Board shall schedule it within two weeks and it shall be held in a public place. At least seven days prior to the public hearing, the Board shall advertise the hearing in a newspaper of local circulation and shall cause identical notices citing the purpose, location, time, and date to be posted in the Town Hall and in three other places of public access within the town. The Administrator shall have a public hearing subject to the provisions of the Commonwealth

of Massachusetts' Open Meeting Law. At the hearing, the Administrator may be represented by counsel, subpoena documents from the town, call witnesses, and confront witnesses.

4. The town counsel shall preside at such hearing.

5. At any such hearing, the reasons for the removal shall first be read aloud.

6. Final removal of any Administrator shall be affected by the affirmative vote of at least four members of the Board of Selectmen at a public meeting of the Board held within seven days of such public hearing if requested by the Administrator. If no hearing has been requested, final removal may be affirmed by an vote of at least four members, at a meeting of the Board held not earlier than 14 days after the vote initiating the removal. The salary of the Town Manager shall continue to be paid for a period of forty-five (45) days after the vote effecting removal from office.

7. The Administrator shall provide the Board of Selectmen with at least 45 days' notice of an intended resignation; provided, however, that the Board may, at its discretion, shorten or waive such requirement.

### **Section 9 – Filling Vacancy**

1. When a vacancy arises in the office of the Town Administrator, the Board of Selectmen shall advertise the vacancy as soon as possible. The Board shall fill the vacancy as soon as possible

### **Section 10 – Acting Town Administrator**

1. The Board of Selectmen shall designate, within ten (10) days, a Town employee or other person to exercise the rights and perform the duties of Town Administrator during any vacancy caused by the temporary absence or suspension, or removal, resignation, or death of the Town Administrator. The appointment shall be for a period not to exceed ninety (90) days, and it may be renewed, in the case of suspension, removal, resignation, or death only once for an additional period not to exceed 90 days. Any appointee who is a current town employee shall be ineligible for immediate subsequent appointment as permanent Town Administrator.

### **Section 11--- Conflict with Other By-laws**

If any other town by-law not established by special acts legislation conflicts with the provisions of this by-law then the terms and provisions of this by-law shall control.

### **Section 12--- Severability**

If any provision of this by-law is deemed unconstitutional or unlawful by a court of competent jurisdiction then all other sections of the by-law shall remain in full force and effect.

## ***Appendix to The Town Administrator By-Law***

*The duties and responsibilities of the Administrator are as outlined below and may be amended, revoked, or expanded from time to time by a majority vote of the Board of Selectmen as the Board deems necessary for the efficient operation of town government.*

- 1. Attend all meetings of the Board of Selectmen except when excused, and he or she shall have the right to speak but not to vote.**
- 2. Keep the Board of Selectmen informed regarding all departmental operations, fiscal affairs, general problems, and other matters, and to that end shall submit an annual report to the Board.**
- 3. Work with other financial personnel to produce a Financial Procedures Manual.**
- 4. Inform the Board regarding the availability of state and federal funds and how such funds might relate to unmet short-range and long-range needs of the town.**
- 5. Make recommendations to the Board of Selectmen regarding vacancies in town offices and boards to be filled by the Board of Selectmen.**
- 6. Facilitate the activities of all boards, committees, and commissions for which the Board of Selectmen In the end**
- 7. Supervise receipt of all monies coming into the town from various sources.**
- 8. Manage all financial information from the Board of Board of Assessors to forecast future growth and revenues.**
- 9. Oversee annually the town trusts and ensure that the funds are prudently invested. When the trust fund fails, due to the termination of its purpose, then to seek relief from the duties of administration of the trust.**
- 10. Submit to the Board of Selectmen a capital improvement budget and a five-year financial plan. The financial plan shall be updated annually and included on the warrant of the annual town meeting.**
- 11. Develop, keep, and annually update a full and complete inventory of all real property including rental property of the town and ensure that those properties are maintained and repaired in a timely manner; and develop protocols for the rental and use of those properties.**
- 12. Negotiate collective bargaining contracts on behalf of the Board of Selectmen unless the Board shall have designated another negotiator.**
- 13. Act as the designated hearing officer as outlined in this by-law and any subsequent amendment of the Personnel Procedures Manual or as otherwise permitted by law regarding any inter-departmental appeals unless such appeals are the direct responsibility of an applicable department such as police and fire. The Administrator shall when permitted by law coordinate legal matters for boards, committees, departments, and commissions.**

- 14. Perform such other duties as may be required by state statutes, regulations and town by-laws, or by vote of the Board of Selectmen.**
- 15. Supervise the enforcement of all labor contracts and collective bargaining agreements.**
- 16. The Administrator with the advice and consent of the Board of Selectmen shall prosecute, defend, settle and employ special counsel when necessary in all litigation wherein the town is a party. The Administrator shall coordinate litigation and obtain legal representation involving the planning board, conservation commission, police, fire, light and the zoning board of appeals.**
- 17. The Administrator with or without the request of any town officer, department, board, committee, or commission shall be responsible for review of state, regional and federal grants which may be financially beneficial to the town. He or she shall be responsible for the oversight, review and completion of all grant applications except as otherwise authorized by statute, and seek the advice and consent of the Board of Selectmen whenever any grant requires a financial commitment from the town. He or she shall assist any town department in the application for grants. Those grants that are secured by qualified personnel from town departments, commissions and boards can be pursued independently with the Town Administrator's role limited to an advisory capacity.**
- 18. Encourage the updating the towns current master plan and in the event the Planning Board is reluctant to pursue this project the town may take legal action in the nature of mandamus to force the elected officials to perform their statutory duties.**
- 19. Coordinate with public safety officials to regularly update and inform the Board of Selectmen of the town's emergency management, planning and preparedness.**
- 20. Ensure receipt of education materials to all town employees and appointed board, committee, and commission members involving the provisions of the Commonwealth of Massachusetts Open Meeting Law and Ethics Law, and develop procedures certifying that each recipient acknowledge receipt and understanding of the materials prior to employment or appointment.**



2022 JAN 31 AM 8: 52

MEMORANDUM OF FINAL COMMITTEE RECOMMENDATIONS

Groveland Government Study Committee

March 8, 2021

TOWN CLERK  
RECEIVED/POSTED

Votes Taken:

Changes to draft document subsequent to BOS presentation on March 1, 2021

1). In #3 removed the TA from warrant authorization all together and placed him in the role of reviewing the warrants and forwarding them to the BOS no later than 48hrs for their review. The concern expressed is that the BOS is a five member stop gap against fraud; this may be true but the committee's concern is that the BOS rarely review these until the night of a meeting. In our view this is an insufficient review protocol and needs to be addressed for improvement.

2). In Section 5(1) replaced "tribunal" with the word "panel" so there is no misunderstanding as to the number of BOS member sitting in judgement.

3). In Section 5 (4) added language at the end giving the BOS the option to extend hearing dates and decision dates.

4). In section six, added language that if the town reorganizes the finance department, then the treasurer and collector or a combination of both are appointed independently by the BOS, and they are subject to written personnel policies of the by-law, and the procedures manual.

Therefore, the TA cannot unilaterally select the treasurer and collector but can on a day to day basis, manage them from a personnel stand point including evaluations. This avoids the treasurer and/or collector from establishing inordinate control but necessarily makes them independent from the TA as to their responsibilities.

5). Section 11 added the phrase "procedures manual" particularly for the purpose of timelines discussed infra.

Actions to be taken by the Board of Selectmen

6). To complete the Financial Leadership Team with Town Administrator the committee recommendation is to implement a Full Time Accountant and Asst. Treasurer / Collector

- A survey of regional salaries are in the \$68,000-\$78,000 range for a Accountant {Full Time}
- \$48,000- \$58,000 range for a Asst. Treasurer /Collector {Full Time}.

7) We recommend that the Board Of Selectmen complete a Financial Study that will illustrate the impact on tax payers (average annual tax bill) to accommodate the filling of these positions.

- Town Administrator \$110,000- \$130,000 Range
- Full Time Accountant \$68,000- \$78,000 Range
- Full Time Asst. Treasurer/ Collector \$48,000 - \$58,000 Range

- **Financial Study:** Current Employment Market Conditions: We have learned that the employment pool is very limited which can lead to unfilled positions and/or higher salaries for retention. The BOS should consider options for filling positions temporarily and the costs associated with them prior to promoting the Town Administrator By Law and organizational change. The Financial Study should be composed of two parts

Part 1: Filling of positions as recommended with resultant costs to taxpayers

Part 2: A contingency plan and resultant costs to taxpayers for unfilled positions (interim positions, agency services)

8) Presentation at Town Meeting should be led by one or two BOS members. The BOS must be perceived as taking ownership of this proposal and deliver it at Town Meeting. Our committee - under the BOS charge----has fulfilled its obligation to advise the BOS on methods, pathways and alternative strategies to create a Town Administrator position. The GSC Chair will stand ready to address questions in support of the lead presenters at Town Meeting.

9) Powers & Sullivan and Town Counsel should receive a copy of this MEMO document as well as the draft voted on March 8<sup>th</sup>.

- Since a question about the legality of our recommendations and content of our draft has been called into question as well as an assertion that our draft constructs a scenario that will expose our town to fraud, both of these issues should be explicitly addressed by both auditors and town counsel. Their recommendations should be fully integrated into the draft if appropriate. Should changes be required this committee will convene a meeting to modify the draft on March 22, 2021
- Therefore, the process of review by the auditors and Town Counsel should be completed and you should receive a written report by both entities by March 19, 2021.

10) On March 29<sup>th</sup> the committee requests the matter to be placed on the BOS Meeting Agenda for final disposition.