



TOWN OF GROVELAND

Town of

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Groveland

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Town Government Study Committee

Meeting Minutes
November 10, 2020

Present: J Osborne, M Dempsey, J D'Amore (Chair), J Christopher, B Gorski (remotely), A Cox

1. Open meeting at 5:32 pm, motion by Dempsey second by Christopher. Unanimous.
2. Motion to approve minutes from October 22, 2020 meeting as submitted, by Dempsey, second by Osborne. Unanimous. Chair signed paper copy to submit to town clerk by Secretary Dempsey after reading them aloud.
3. Summary – The Chair summarized our efforts thus far to develop a town bylaw for a town administrator position.
4. The Chair acknowledged the work of our subcommittee working on the draft bylaw; Christopher and Osborne. Christopher noted that they actually reviewed over 40 other bylaws in addition to taking parts of 21 bylaws.
5. Review and discuss results of Sub-committee Draft #2
 - a. We discussed Section 1 item 4 regarding the posting of a bond or insurance coverage by the town administrator. They would be obligated to pay for it. Christopher stated that it was advisable to protect the town. We will leave it up to the Selectmen to decide on an amount. We all agreed to keep it in the draft.
 - b. Osborne compared the Draft #2 document to the table received from the Selectmen regarding a new job description for the Finance Director. Some items were marked as belonging in a job description for the town administrator. The remainder were found to be covered by sections of the Draft #2 document, by the existing Finance Bylaw or the existing Personnel Bylaw. Dempsey said this comparison document is important to show the Selectmen we have included all their concerns. Cox agreed with the choices made in the comparison.
 - c. Osborne did highlight two items that from the Selectmen's list. Number 47 related to coordination with the Board of Assessors. Christopher will write it into the next draft. The second item, Number 58 related to compliance with State ethics and open meeting laws. Discussion around this centered on compliance being too strong a term. Some members related their experiences. We decided that compliance responsibility may need to be added to the Personnel bylaw. The town administrator should be responsible for regularly educating all employees regarding these two areas of law. Christopher will add this to the draft.
 - d. D'Amore further described each section of the Draft #2 document.
 - e. Dempsey asked if "days" in Section 8 items 6 and 7 should be changed to "calendar days" to avoid confusion. We all agreed it should.

- f. Dempsey asked about the reasoning for Section 10 excluding any temporary administrator from being considered for the permanent position. Christopher stated this was to avoid employees being offered undue consideration. He will change it to say current town employees acting as temporary administrator will be excluded from consideration from the permanent position.
 - g. We discussed access to legal advice for town employees and board members. The state provides hotlines for getting answers to some questions. The town administrator will control access to town counsel but with their experience should be able to reduce the amount of use of counsel.
 - h. Osborne will check on W Newbury and how they handled the relationship between the Selectmen chair the town administrator. This relates to how much one-on-one interaction is allowed.
 - i. Dempsey asked if we are expected to produce a job description for the administrator. Christopher told us about the Town of Wenham online contract for their administrator as a resource. We decided to wait for comments from the Selectmen.
6. D'Amore thinks the draft as discussed thus far is about 95% complete.
7. Next meeting
- Next meeting will be held Monday, November 30, 2020 at 5:30 pm at the fire department conference room. (Changed from Nov 24 due to room availability.)
- On the agenda should be review of the third draft document and next steps.
8. Motion by Christopher to adjourn at 7:10 pm, second by Gorski. Unanimous.

Submitted by M Dempsey

Approved on

11/30/20

J D'Amore

