



Town of

Groveland

Groveland, Massachusetts
Town Hall
183 Main Street
Groveland, MA 01834

Town Government Study Committee

Meeting Minutes November 30, 2020

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

1. *Open meeting* at 5:39 pm, motion by Dempsey second by Christopher. Unanimous.
2. *Motion to approve minutes* from November 10, 2020 meeting as submitted, by Christopher, second by Gorski. 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. *Ethical considerations and written agreements pursuant to draft review commenting*
D'Amore explained that he did not want to create an ethical trap for any town employee that comments on the draft bylaw and then applies for the position. It could be a problem for that person.
Christopher suggested that we ask commenting employees on their intent or potential intent to apply for the position.
Gorski agreed that it could be a problem but this would be a way to avoid it.
Dempsey said we should be careful about restricting the ability to make comments or edits on our draft document.
We agreed that we will ask only current town employees when we have the comment meeting about their intentions to apply for the position.
5. *Review of Bylaw Draft #3*
A draft #3 of the proposed bylaw was submitted by the subcommittee. Christopher explained the changes from the last meeting are in italics and the legal references are in bold.
Section 2 Item 1– added sentences about relationship between Administrator and the Board of Selectmen. Gorski noted that in her experience this was an especially important issue to include.
Section 2 Item 2f – Administrator will develop protocols for the use of town property.
Section 2 Item 3p – Regarding the Administrator's education of all employees and appointees on the Open Meeting Law and Ethics and make sure all recipients acknowledge receipt and understanding. Gorski said that this again was a critical task. D'Amore will check with Town Clerk to see if she is under a state mandate to perform these jobs. Dempsey noted that the Administrator did not have to personally perform the tasks, only make sure that it was getting done.
Osborne noted the he would like all references to law and bylaws to be kept as bolded text in final document. We all agreed.

Section 5 – Added a reference to Finance and Budget bylaw.

Section 7 – Added the need to update a capital improvement budget annually and placed in the town meeting warrant.

Section 10 Item 1 – Added the ineligibility of a town employee as an acting Administrator to be considered for the permanent position.

Dempsey asked if we should note the differences in duties that an Administrator has between an appointed position and elected position. The public and members of appointed positions may not be aware of the limits to remove an elected official. Christopher will add more emphasis to the existing text regarding this issue.

6. What should we do next?

D'Amore suggested we meet again next week to approve the final draft before posting it for comments.

Christopher said it would be a matter of courtesy to send it to the department heads before we post it to the town web. We all agreed.

D'Amore said we will email it to the department heads with a deadline for comments of mid-January. Afterwards we will post it and then present to the Selectmen. Once approved it would go to Town Meeting for approval.

Osborne mentioned that we should ask the Selectmen if they want us to develop a job description for the Administrator.

D'Amore plans to bring this up with them at the presentation and will ask about extending our charge.

7. *Next meeting*

Next meeting will be held Thursday, December 10, 2020 at 5:30 pm at the fire department conference room.

On the agenda should be review of the final draft document and next steps.

8. *Motion to adjourn* by Christopher at 6:56 pm, second by Osborne. Unanimous.

Submitted by M Dempsey

Approved on

12-10-2020

J D'Amore

