

Selectmen Study Committee (SSC)

Meeting Minutes 01/12/06-01/13/06

7:00 PM continued to 2.00 PM
Town Library/Town Hall Meeting Room

Meeting called by: Lorna Spargo

Members Present: Lorna Spargo, Rena Duncklee, Linda Saari, Russ Heinselmann Forrest Milkowski also present Vincent Gerbino (on 01/12/06) for part of the meeting

Members Absent: None

Agenda Items

Accept Minutes

Finalize Draft Report

Finalize Format for Town Report

Vote on Recommendation

Finalize Remaining Tasks and Assign

Next Meeting?

Minutes:

The meeting began at 7:04 PM. Russ moved the minutes from the 01/06/06 meeting. Rena seconded. Voted yes 4-0.

Finalize Draft Report

Russ brought hard copies of the updated draft report. Linda brought copies of the “executive summary.” The group went through the report page by page and made changes that members brought to the meeting. Forrest joined at 7:35 PM. The summary was also reviewed and changes were made.

Finalize Format for Town Report

The group then discussed format and what would go in the Town report. It was agreed that the “executive” summary and a recommendation (if the committee decides to make one) will go into the Town Report and the full report will include the recommendations (if the committee decides to make one). Because the summary hits on all of the major points in the report, it was decided not to put the summary in the report; it would be repeating too much information.

Vote on Recommendation

Linda moved that the committee should make a recommendation. Russ seconded. The discussion revolved around that the people will look to the committee and will not have time to review all of the information and that many would like to see a recommendation. Russ noted that even though it was not in the charter the committee should be able to make an honest and candid recommendation. Voted Yes 5-0 to make a recommendation. The committee discussed that they would need to spend more time in addition to this evening to complete the meeting.

Russ moved to recess and continue the meeting to a date, time, and place certain: Jan 13, 2006 at 2PM at the Town Hall Meeting room. Linda seconded. Voted Yes 5-0.

The meeting reconvened 01/13/06 at 2:03 in the Town Hall Meeting Room. The discussion of what recommendation to make continued with Lorna bringing a printed recommendation with supporting detail. Lorna moved her recommendation. Russ seconded. Because the motion included more discussion than what was really being recommended, the written recommendation was used as a working document and Russ made copies for all to share. In a nutshell the recommendation was to recommend to the voters to change to a 5-member board and also included that

the town should form a study group to decide if a Town Manager or Town Administrator should be hired. The discussion then revolved around the timing of when to change to a 5-member board (for example “change to a five member board in five years,” etc. or some other plan) and different options. The four options discussed and the original thoughts by the members were:

- do nothing—remain a 3-member board. (1 vote)
- remain a 3-member board and add a Town Administrator or Town Manager. (2 votes)
- change to a 5 member board. (1 vote)
- change to a 5 member board and add a Town Administrator or Town Manager. (1 vote)

The discussion then revolved around some of the reasons for changing that were in the report. Forrest noted that the results were not overwhelming in any direction. The major items: growth, diversity, and workload were noted and discussed. The growth for Brookline was not in line with any of the towns surveyed and was much greater. Linda noted that the even with the large amount of growth that Brookline has had—it has not resulted in more people joining boards at the same rate. Lorna noted that that should not be an issue, and that it was not the job of this committee to analyze qualified and quantity of potential board members. The group then agreed that growth and workload could be addressed by a Town Administrator/Town Manager and diversity may be addressed by a larger board. The discussion then revolved around on what should happen first—have a Town Administrator/Town Manager or increase size of board first. Lorna noted that all of the boards that recently changed had first had a Town Administrator/Town Manager when they were 3-member boards. The group all agreed that the recommendation should include adding a Town Administrator/Town Manager as the first step and then increasing board size as a second step. This choice was:

The wording for this recommendation and the supporting material was then put together as an amendment on for voting on by the board. Forest moved the amendment. Rena second.

“The committee recommends that the Town hire a Town Administrator/Town Manager as a first step. As a second step, the committee recommends expanding to a 5-member board after the Town Administrator or Town Manager is in place.

Adding a Town Administrator/Town Manager could offer positive results for Brookline. As a first step most of the towns in our demographic study with 3 or 5 member boards hired Town Administrators/Managers when they were 3-member boards. Many of the duties are best served with a full-time position, thus spreading out the workload amongst 4 people. The results of the study show that the statistics and supporting similarities between our town and those we studied support the need to change to a 5-member board as a second step.”

The amendment was voted Yes 5-0. The amended motion was then put to a vote and was voted Yes 5-0.

It was decided that we need to then vote on the final report when all edits are made as well as the summary/recommendations to be put in the Town report. Russ will update the report and Linda will type up recommendation for inclusion.

Finalize Remaining Tasks and Assign

Remaining tasks were assigned and are listed below in the action item summary.

Next Meeting:

The next meeting (last) will be **Weds Jan 18 at 5 PM** in the Town Hall meeting room. Agenda voting to accept the final report and conclude all business of the committee.

Meeting adjourned at 3:30 PM. Russ moved to adjourn and Forrest seconded. Voted yes 3-0.

Action item summary:

Forrest will complete minutes for last meeting. This is important to finalize business of committee

Linda will put together meeting minutes for this meeting.

Rena will send minutes to cable committee when signed.

Linda will update Summary and Recommendations and send out to group.

Russ will include Recommendations in main report and send out to group.

All—send emails to Russ/Linda with any further typos /edits on report/summary/recommendations before next meeting!!!

Lorna will-put together agenda for next meeting.

Minutes Approved by:

Rena Duncklee

Russell Heinselman

Forrest Milkowski

Linda Saari

Lorna Spargo