

TOWN GOVERNMENT REVIEW COMMITTEE

Minutes of April 5, 2012 meeting

Meeting called to order at 7:06 PM

Members in attendance were Boyd Jackson, Al Wallace, Jan Ablon, Holger Luther, George Anderson (in absentia)

Others in attendance were: None

- Discussed the title of Town Administrator or Town Manager and agreed that the positions should be called “Town Administrator”
- Agreed that the position should be a “strong” town administrator with the following duties to be (among others):
 1. Will preparing the town budget for presentation to the Fin Com.
 2. Will appoint all heads of departments with some advice and consent of BOS.
 3. Will be the HR manager for the full time and part time employees.
 4. Signs the warrants for payment.
 5. Will be the Director of Public Works.
 6. Will be the director of the Accountants and Treasurer/Collector offices.
 7. Will be in charge of contract negotiations with town employees.
 8. Will organize and chair all committees composed of town employees charged with public safety, town finance, recreation, environmental affairs, social services, capital acquisitions and other committees that may seem appropriate in the future.
- Will contract with BOS for a three year term to be renewed by vote of BOs. It should require a 3 out of 5 vote to appoint and a 4 out of 5 vote to remove.
- Discussed the creation of a Department of Public Works that comprises the current Highway Department, Water Department and Parks and Cemetery Department.
- Discussed the fact that elected and appointed boards associated with the above three departments to be discontinued upon enactment of the home rule petition.
- Discussed that the BOS is to appoint a Commissioner of Soldiers and Sailors graves.

- Discussed the fact that a DPW Advisory Committee could be appointed for a transition period to terminate at the discretion of the Town Administrator.
- Discussed the need for the BOS to assume the positions of Road Commissioners, Water Commissioners and Parks and Cemetery Commissioners.
- Discussed the management of the Cemetery Perpetual Care Fund.
- Discussed the formation of a permanent financial advisory board.
- Discussed whether the BOS should be composed of five members or revert back to three.

Motion to adjourn with all members present voting affirmative by voice vote.

Meeting was adjourned at 8:47 PM