

Town Government Study Committee
Minutes Jan. 30, 2008

Day/Date: Wed., Jan. 30, 2008
Location: Room 103, Town Hall

Attendees: Chairman Harry Swift, Roland Gibson, Mike Knupp, Rod Stewart, Karen Duggan
McNamara, Lynn Masson
Absent: Nate Long
Guests: Keith Bergman, Town Administrator
Alex McCurdy, Selectman
Joe Knox, Selectman, former TGSC member

Chair Swift opened the meeting shortly after 7:00. He discussed the new charge given by the Selectman and members discussed the purpose and scope of the "reconvening" the TGSC.

Selectman McCurdy informed the TGSC that his original request for bringing the committee back had been toned back; he was looking for a broader scope but is comfortable asking a mid-stream report card of the progress of the TGSC's recommendations.

Keith Bergman passed out a chart showing the 14 TGSC recommendations and listing the progress of each. It was pointed out that the articles passed in May and June to this date have yet to be approved by the AG. A discussion was held on why the AG had not approved the Articles.

Mr. Bergman then went on to explain the progress of each of the TGSC recommendation. The following is a recap.

The AG has not approved the articles passes at Town Meeting yet. There are a number of circumstances for this but Keith went on the say that there seems to be no problem with the articles and will be approved.

The budget process is in its early stages but it appears boards and departments are comfortable with the process partly because they have a much better understanding where they stand in the process. When asked by Mike about "any push back" from boards Keith implied there has been some but everything was under control. The review process for direct and non-direct personnel is being developed.

Leadership training is currently at a standstill. It was pointed out that this was a priority due to the dysfunctionality of some boards including the BOS. The TGSC was looking for boards to set goal and be pro-active and not re-active.

Although progress is being made in the IT area, and IT director is not on the "radar screen". Phones to data travel are being examined.

Central Fac. Mgr., ad hoc committee being formed, the importance is known as a top priority, the question is can it be done now. The Town Hall does now have a Maintenance Supervisor.

Communication - improvements made, discussion between boards, staff meetings

Permit Coordinator is in full swing. This can be tied into the 43D expedited permitting process. Marin Toohil's hours have been increased as well as the Building Dept administrators. This ties into TH reconfiguration. With permitting boards being located in the third floor this allows for easier access for the public with personnel being cross-trained. Different towns permit tracking software has been examined and will continue to be.

Human Resources are centralized in the TA's office. Hiring process is through the TA's office with the Boards making the final decision. Benefits through the Asst. Treasurer's office. In Keith's opinion the boards are welcoming the support. As Keith said the BOH, "we are not getting married, just shacking up".

Town Hall reconfiguration will shortly be in full swing with the Town Clerk and the finance dept. being located on the 2nd floor and the TA and permitting on the third. The change also will open space in the "old wing" of the building for the COA.

Littleton's web site has been vastly improved over the past four months. The calendar is active, minutes are more up to date and it is much easier to navigate. Keith credited Nancy Glencross with the improvements.

Light & Water is spear heading the communication research to include safety systems and to have foolproof system. Both Fire and Police Chiefs now fall under the Strong Chief labels.

A guide for incoming officials has not been worked on.

A discussion was held on the possible next steps to take, how exhaustive of a review should the TGSC do? Should the Comm. go back to all boards and depts? Or be selective? Possible survey? Possible open meeting?

Have a progress report accomplished by Town Meeting.

Next meeting Wednesday, February 6, 2008

Respectfully submitted,
Joe Knox