



TOWN OF CHARLTON

Minutes of Regular Government Study Review Committee Meeting

Tuesday, July 19, 2022, 6:00 p.m.

Zoom Meeting ID: 894 0867 1292

Zoom Passcode: 903228; Phone Access +1-646-558-8656

In-Person: Meeting Room 1 - Town Hall

Committee Members Present:

Mr. Joseph Haebler, Chairman
Mr. Gerald Doble, Vice Chairman
Mr. Adam Kelly, Clerk
Ms. Jeanne Costello, Committee Member

Committee Members Absent:

Mr. Tom Ciras, Committee Member
Mr. James Nee, Committee Member

Others Present:

None

I. Call to order:

A. J. Haebler called the meeting to order at 6:08 p.m.

II. Approval of previous minutes:

A. Motion by J. Haebler to approve the June 21, 2022 minutes as amended, seconded by J. Costello, unanimous vote.

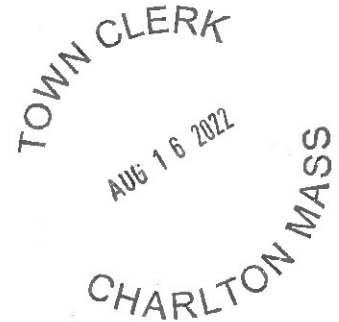
III. Items for discussion and vote:

A. Mission statement

1. The Committee reviewed the proposed mission statement and a number of edits were made.
2. Committee members should continue to provide edits on their own and submit recommendations to J. Haebler prior to the next meeting so the mission statement can be finalized and voted upon.

B. Procedures for the committee

1. J. Haebler requested that committee members send their requested agenda items to him no later than the Tuesday prior to the scheduled committee meeting.
2. J. Costello recommended getting meeting information in a packet prior to meetings taking place.
 - a) Discussion was had regarding utilization of a Google Drive (or a suitable substitute) to centralize document storage, enhance configuration control of files, and make files readily available to all committee members.



- b) J. Costello provided a reminder that care should be taken to ensure that a file repository doesn't cross the line into collaboration, which would be a violation of Open Meeting Law.

C. Planning for the actions of the committee

1. J. Haebler read the minutes of the Board of Selectmen meeting held on January 25, 2022, in particular, where the Selectmen discussed and voted upon the revival of the Government Study Review Committee. This recitation provided context on the intentions and expectations of the Committee from the Board of Selectmen.
2. J. Haebler stated that the previous committee had contacted each board directly and asked whether the current committee agreed with a similar approach.
 - a) G. Doble and A. Kelly agreed that each committee and board should be in contact with the Government Study Review Committee.
 - b) J. Costello concurred that the Government Study Review Committee should be accessible to all committees and boards, but recommended that the Committee conduct an analysis of the previous survey results and conduct a new survey in order to assist in prioritizing which committee(s) and/or board(s) should be engaged first.
 - (1) G. Doble asked if the Committee has access to the old survey. J. Haebler stated he would contact Ms. Jeanne Vincent to obtain a copy of the old survey.
 - (2) The Committee agreed with this approach, utilizing survey results to make an informed decision on what the initial focus area(s) should be.
3. J. Haebler stated that an initial survey should be put together by the next committee meeting.
 - a) J. Costello recommended splitting up the weaknesses from the 2016 white paper for committee members to draft questions around. Unanimous concurrence, with breakout as follows:
 - (1) J. Haebler has Analysis, 2. Weaknesses, sub bullets a-d.
 - (2) G. Doble has Analysis, 2. Weaknesses, sub bullets e-h.
 - (3) A. Kelly has Analysis, 2. Weaknesses, sub bullets i-l.
 - (4) J. Costello has Analysis, 2. Weaknesses, sub bullets m-o.

D. Strengths and weaknesses as identified in the 2016 report

1. J. Haebler recommended starting with drafting up questions pertaining to the weaknesses outlined in the 2016 white paper. Unanimous concurrence.

2. J. Costello recommended splitting up the weaknesses amongst the committee members. Unanimous concurrence, with breakout as follows:
 - a) J. Haebler has Analysis, 2. Weaknesses, sub bullets a-d.
 - b) G. Doble has Analysis, 2. Weaknesses, sub bullets e-h.
 - c) A. Kelly has Analysis, 2. Weaknesses, sub bullets i-l.
 - d) J. Costello has Analysis, 2. Weaknesses, sub bullets m-o.

IV. Other business:

A. None

V. Adjourn:

- A. Motion by G. Doble to adjourn, seconded by A. Kelly, unanimous vote at 6:46 p.m.
- B. Next meeting is scheduled for Tuesday, August 16, 2022, 6:00 p.m. in Meeting Room 1 at Town Hall and also via Zoom.

Respectfully submitted by:




Mr. Adam D. Kelly


Clerk

Government Study Review Committee

Accepted by:



Mr. Joseph Haebler
Chairman




Mr. Gerald Doble
Vice Chairman



Mr. Adam Kelly
Clerk

Mr. Tom Ciras
Committee Member

Ms. Jeanne Costello
Committee Member



Mr. James Nee
Committee Member