

## Article Six

Minutes – January 23, 2018

Meeting was called to order at 7:42

**Present:** Suzanne Wright, Joe Domelowicz, Mary Ellen Fletcher, Greg MacDonald

**Absent:** Barry Greenfield, Tom Oneil

Guest: Michel McClung, Town Moderator; Sean Fitzgerald, Town Administrator; Tom Hennessy (SPD), Peter Wright, Selectman

Review minutes from January 9, 2018. MF motion to approve; GM second, unanimous

Discuss:

Open issues:

- PS discussed with BG resigning, He stressed using this committee to be disrupters, free-thinkers
- PS asked by MF to appoint a new member to replace Tom Oneil and to appoint a selectman to this committee
- MF ask SF to provide report to this committee re: regionalization, consolidation, and shared services that are being complete or in process
- SF report out initiatives
  - Reorganization of town hall, putting like services together to minimize barriers ie payroll/ acct rec/payable in same space – seeing benefits like cross training, collaboration
  - Working on more MUNIS efficiencies, updating policies, purchasing policies
  - MM questioned the missing function in finance area, straight numbers vs analytics – SF respond that acct staff evolving; expectations of acct and treasurer positions have changed. MM noted SFD chief doing his own financial analysis; PS asked, in time will our asst TA and acct interface with dept heads do we have any institutionalized procedures to use analytics? SF says we’re starting to establish best practices but really, we’re just starting up. MM wants to establish a data driven culture.
  - MF asked if cross training measurable, are there goals and is it monitored? We will start to rewrite job descriptions, redefine business office, for example, we have job description tools... MF concerned with a well written report about accomplishments and how they have benefitted town. JD suggests more than cross training , need to provide opportunities to utilize new skills.
  - PS -goal to get dept heads beyond processes
  - MF ask SF to use Collins Report, pg 3-7 and make notations re; what if anything is happening with each items, GM suggests rank 0-5 (not doable to done) & importance to justify expense of CR that stuff is happening
  - MF also asked if we should ask selectmen to approach Nahant re exploring fire regionalization opportunities,
    - ***MF made a motion to request BOS to engage in conversations with Nahant, Lynn, Marblehead, Salem, &/or other surrounding towns to explore possible***

**public services regionalization and/or sharing of services for public safety.** SW  
second, unanimous vote

- Need to send this motion to BOS
- Succession planning? MM wanted to know about public safety
- MF asked about firetruck purchase? Can we buy with other communities, JD possibility through MAPC; discussion about procurement and specs
  - **MF made a motion to request that BOS have conversation with CIC to discuss possibility of supporting the procurement officer by creating a procurement subcommittee to vet and approve equipment purchases over a value to be established.**  
GM second, unanimous
  - Need to send this motion to BOS
- Discuss a regular meeting schedule - 4<sup>th</sup> Tuesday of the month.

**Action Items:**

PS get members

JD to send 2 motions to BOS

JD to talk to Barry Greenfield

Start a Google doc re long and short-term priorities of members

Next meeting scheduled February 27, 2018, 1<sup>st</sup> fl conf. rm, Town Hall

Motion to adjourn by SW; second by MF; unanimous.

Meeting adjourned at 9:26

Minutes submitted by Suzanne Wright

**APPROVED 02/27/18**