

Harvard Charter Commission

Meeting Minutes

Thursday, September 1st, 2016

Board Members present: Paul Cohen (Chair), Peter Warren, Rick Maiore, Sharon McCarthy, Charles Redinger, Ron Ostberg, Stephanie Opalka

This meeting was called to order at 7:10 pm

Meeting minutes approval – minutes to be emailed for future approval

BoH Meeting with Charter Commission - Ms.McCarthy requested meeting with BoH be moved until after her return later in September. Mr. Cohen agreed.

Discussion – Article 5 Administrative Organization

Ms. Opalka provided a handout (see attachment) using the Town of Groton Charter as a guide to create a skeleton/working document detailing the layers, roles and responsibilities within the Town Administration. The document presented initiated a discussion regarding the Town of Harvard bylaws and job descriptions. There was further discussion regarding written job descriptions vs “how is it really done”. Ms. Opalka also provided a multilayered organizational chart to highlight elected positions vs those that are appointed. Ms. McCarthy questioned the need to define within the document state mandated committees and boards and those the Town of Harvard has added independently. Mr. Cohen suggested the first step should be to define how the town is currently governed, Mr. Ostberg to follow up with Harvard Town Clerk regarding standard operating procedures. Mr. Maiore encouraged the Charter Commission to create a sample document, “this is how the Town of Harvard operates today”. The second step is “what would town members and committees like to see change.”

Organization Structure Document – See attached (Mr. Ostberg)

Discussion – Upcoming scheduled meetings with town boards and committees. Charter Commission members to request information from committees to help project the needs of each group in terms of gov't. Groups will be tasked to think about how well prepared they are to handle what is coming down the road. What tools and resources do they need to be prepared and successful 5, 10 years into the future.

Meeting Adjournment 8:45