

## TOWN OF ANDOVER MEETING NOTICE

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2021 JUL 15 PM 3:51

TOWN OF ANDOVER, MASS

BOARD/COMMITTEE: TOWN GOVERNANCE STUDY COMMITTEE (TGSC)  
Date: July 29, 2021  
Time: 6:00-8:30PM  
Location: Virtual Meeting Broadcast on Comcast Channel 22 and  
Verizon Channel 45, and livestreamed at:  
<https://andovertv.org/livestreams>

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### Agenda

- 1) Call to Order 6:00pm
- 2) Approval of Committee & Subcommittee Meeting Minutes: 6:00pm
  - a. June 28, 2021 TGSC meeting minutes
  - b. July 13, 2021 subcommittee on committees meeting minutes
- 3) Current Focus of Committee: 6:05pm
  - a. Study of Non-Form of Government Topics:
    - i. Tier 1 – May & June: Committee Appointment/Structure/Existence and Communications
    - ii. Tier 2 – July-September: Financial Process, Government Business Process, and Miscellaneous Topics
- 4) Public Comment 6:10pm
- 5) Report by Subcommittee on Committee Appointment/Existence/Structure, and Discussion by TGSC 6:20pm
- 6) Tier 2 Topics Study Presentations and Discussion: 6:40pm

Study Topic	Point Person(s)
1. To what degree should strategic planning be required by charter or bylaw?	Austin Simko, Dick Fox & Andy McBrien
2. Financial Process	Staff presents to full committee for consideration of topics

Should the process by which taxes and budgets are set include more points at which residents formally have input or can exercise control?	
Should Town Meeting be required to approve contracts over a certain threshold value?	
What should be the role of FinCom?	
What should be the role, authority and method of appointment to the Economic Development Committee?	
Should the CIP need to be released to the Select Board three months before the release of the operating budget?	
Improved Financial Transparency in Annual Report?	
Town Manager presentation of budget to the Select Board	
<b>3. Government Business Processes</b>	<b>Staff presents to full committee for consideration of topics</b>
Generally, how can Town business processes be made more efficient and streamlined?	
Develop business process maps for as-is and to-be process?	
Specifically, how can the permitting process be made more efficient and streamlined? How can the schedules of the involved Boards be coordinated to expedite decisions?	
Specifically, how can processes for capital projects (of all sizes, and from cradle to grave) be made more efficient and streamlined?	
Ensure Select Board Procurement and Appointment policies comply with the Charter	
Should the Select Board be required to approve appointments of hourly-paid and seasonal staff? Or should the Town Manger	

make these appointments unilaterally? [Rendered moot by previous discussion?]	
Specifically, how can the process by which Zoning Bylaws are changed be made more efficient and streamlined?	
4. How can the TGSC further diversity, equity, and inclusion goals?	Gail Ralston
5. Should elections be moved to June so newly-elected officials have 10 months and not one month to prepare for Town Meeting?	Austin Simko
6. Should we have a recall mechanism for elected officials?	Paradigm Associates
7. Should residency requirement for Town officials be removed?	Paradigm Associates
8. Ranked choice voting	Andy McBrien
9. Delineation of executive authority between the Select Board and the Town Manager	Andy McBrien

7) Next Steps:

8:10pm

- a. Action Items to Resolve Tier 2 Topics in August & September
- b. Remote vs. in-person for future meetings?
- c. Report-Writing Milestones
  - i. First Draft Provided to the Committee – October 18
  - ii. Final Draft Presented to Select Board – December 3
- d. New business?

8) Adjourn

8:30pm

*Pursuant to S.2475 "An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency," which was enacted into law on June 16, 2021, this meeting of the Town Governance Study Committee will be conducted via remote participation to the greatest extent possible. The virtual meeting will be broadcast on Comcast Channel 22 and Verizon Channel 45.*

*Members of the public who wish to participate in the meeting can do so by calling (978) 623-8230, or by emailing [townclerk@andoverma.us](mailto:townclerk@andoverma.us), at or before the meeting's designated public comment period. Residents are encouraged to email their questions or comments ahead of the meeting. Please include your name and address with your question or comment.*

*Every effort will be made to ensure that the public can adequately access the proceedings in real time via technological means. In the event that we are unable to do so despite our best efforts,*

*we will post on the Town's website an audio or video recording, transcript, or other comprehensive record of the proceedings as soon as possible after the meeting.*