

Call to Order

Town Clerk Mr. Simko called the meeting to order at 10:07 a.m. TGSC members participated in-person in the Town Offices Select Board Conference Room.

Participants

The following members were present for the meeting: Town Clerk Austin Simko (ex-officio); Andrew McBrien; Paula Colby-Clements; and Sandy Stapczynski. Gail Ralston and Moderator Sheila Doherty were unable to attend.

Discussion

The subcommittee, as charged by the TGSC, discussed various topics relating to the appointment of committee/board/commission members, and the composition/structure/existence of committees, boards, and commissions. The subcommittee reviewed the following list of study topics remanded from the TGSC for consideration and selected by the subcommittee as appropriate for study.

Appointment Process:	
1	By what process should members be appointed to Boards and Committees? Election or appointment? Appointment by who? Do different Boards have different requirements?
2	Should an Appointments Committee be constituted?
3	Is the appointment process sufficiently transparent, or how could transparency be enhanced?
	Specifically, is the Talent Bank form too vague to be a basis by which appointments are made?
	Should the appointment process consider certain skillsets helpful to committees regardless of committee purview (e.g., data analysis, legal background, marketing/communication)?
	Specifically, should openings be advertised more prominently?
	Specifically, how do we ensure that the people who are appointed to committees are those who are most able to contribute?
Board/Committee/Commission Existence & Structure:	
4	What is the optimal level of granularity of government?

5	Generally, which Boards and Commissions should be established or subsumed and what should the composition be?
	Specifically, should a Water Commission be established?
	Specifically, should the Board of Health be expanded to 5 members?
	For example, should we reduce Planning Board Terms From Five Years to Three Years?

Austin Simko shared updates on the following items that were flagged at a previous meeting for further research:

- Retirement Board – Members are selected as prescribed by State law. This area is therefore not with the TGSC’s power to revise.
- Board of Health – The municipality has the ability increase the size of this board.
- The Elder Services Task Force has a broad mandate to explore topics generally related to seniors in Andover (e.g., property tax relief, transportation, housing). The Council on Aging is solely focused on advising the Elder Services Division of the administration. The Elderly and Disabled Tax Fund Committee focuses on taxes only.
- Towle Fund – Members are appointed by the Town Manager.
- Triad Council – This works on issues relating to seniors and public safety. There seems to be a need and constituency for this work.
- Memorial Hall Library Trustees – Members are appointed by the Town Manager.

The subcommittee turned to specific topics relating to what was presented by the subcommittee at the TGSC meeting on May 24, 2021.

It was previously agreed that sub-department head employees, who are appointed by the Town Manager, should not be confirmed by the Select Board. In addition to the reasons stated at previous meetings, the subcommittee believes the status quo practice where the Select Board confirms all employees improperly obscures the line between policy-making by the Select Board and administration by the Town Manager; is at odds with the School Committee’s non-involvement in personnel confirmations within its purview; and creates the odd arrangement where hirings are confirmed by the Select Board while no other personnel decision, including terminations, are governed by the Select Board.

Accordingly, the subcommittee affirmed that only the following employees should be confirmed by the Select Board: Deputy Town Manager, Police Chief, Fire Rescue Chief, and Finance Director.

On the question of the compartmentalization effected by the existence of the Elder Services Task Force, the Council on Aging, and the Elderly and Disabled Tax Fund Committee, the

subcommittee recommends that the relevant stakeholders consider whether consolidation of these three bodies may be prudent. Consolidation of some or all may serve administrative efficiency and the potency of these bodies.

The subcommittee identified a series of ways to potentially improve the Talent Bank form and the interview process:

- Advance the diversity, equity, and inclusion of the public body appointment process by enhancing outreach to different communities within Andover.
- Enhance useability of the Talent Bank form, including the access to it on the website. Also, could the Talent Bank form link to additional information about each body, including a profile of members or information about the committee's work?
- Clearer information about upcoming vacancies.

The subcommittee agreed to prepare an update on these findings, and those highlighted in previous meetings, to TGSC on Monday, June 28th.

Adjournment

Mr. Simko moved that the meeting adjourn, and Ms. Colby-Clements seconded. The subcommittee voted 4-0 in favor and the meeting was adjourned at 11:02 a.m.

Respectfully submitted,

Austin Simko, Town Clerk