

# The Government Study Committee

Presentation  
To  
Nantucket Civic League  
Monday, February 19, 2007

# TGSC MISSION

- To study all relevant aspects of the Town and County governments
- To solicit suggestions from the public
- To report findings and recommendations
- To propose warrant articles
- To issue preliminary report by 2006 ATM and final report by 2007 ATM

# TGSC MEMBERS

Jack Gardner

Pam Lohmann

Jane Miller

Allen Reinhard, Chairman

Nancy Sevens

Jeanette Topham

Whitey Willauer

# RECOMMENDED WARRANT ARTICLES

- Article 44: Title change Town Administrator to Town Manager
- Article 45: Additional Appointment power for Town Manager
- Article 46: Selectman/Town Employee Limitation
- Article 47: Planning Board to become an Appointed Board
- Article 48: HDC to become an Appointed Board
- Article 49: SHAB to become an Appointed Board
- Article 50: Mandate Audit Committee
- Article 51: Delete Personnel and OIH Boards from charter
- Article 52: By-law amendment: Five-Year Government Review

# BOARDS AND COMMISSIONS RECOMMENDATIONS

1. Develop an orientation program for committee members. New committee members receive a statement of the role, charge, mission and other requirements.
2. Continue requiring all committee to keep attendance records, meeting minutes and an established attendance policy.
3. Continue the active review of committee mission statements on a regular basis.
4. Strengthen the role of the Finance Committee by enlarging their role as advisors and in long-range financial planning.
5. Examine the structure of the Audit Committee to see if adding at-large members should expand it, and refine its mission and duties.

# BOARDS AND COMMISSIONS RECOMMENDATIONS

6. Develop an organizational chart with a clear explanation of the roles and responsibilities of the Planning Board and the NP&EDC and how these boards relate to Town administration and the Board of Selectmen.
7. Continue to review the process and procedures for making appointments to boards and commissions.
8. Develop guidelines for appointing town employees to boards and commissions to avoid time conflicts.
9. Maintain a list of interested citizen volunteers for appointment to boards and commissions.

# ADMINISTRATION RECOMMENDATIONS

1. **Examine the DPW organization to better utilize its resources to maintain the Town's infrastructure and properties.**
2. **Include in any plan for Town and County facilities, adequate conference and meeting space for public boards and community groups to hold public meetings with up-to-date media.**
3. **Refine Town and County job descriptions.**
4. **Continue Assistant Admin/Manager position with deputy function.**
5. **Develop a clear appointment procedure to accompany transfer of appointment powers to Administrator/Manager.**
6. **Continue efforts toward tighter oversight of the Sheriff's office and budget.**

# ADMINISTRATION RECOMMENDATIONS

7. Hire a full or part-time grant writer.
8. Consider utilizing professional representative to seek state and federal funding.
9. Study alternative programs for health care coverage for town employees and island-wide.
10. Continue cooperation of the BOS, FinCom and School Committee on budgeting planning.
11. Review/develop a policy on contracts; avoid "roll over" contracts.
12. Strengthen code enforcement within the town and county.

# COMMUNICATIONS RECOMMENDATIONS

1. Audio and, when possible, video broadcast of meetings of key public boards and committees as communications media develops.
2. Explore innovative communication media for public information.
3. Hire a technology professional to improve and integrate town communication systems.
4. Coordinate, clarify, and streamline permitting process.

# COMMUNICATIONS RECOMMENDATIONS

5. Publish the town warrant on line.
6. Televisе pre-ATM meetings of the FinCom and the Planning Board.
7. Improve use, access, and coverage of the public TV channels.
8. Encourage media coverage of contracts and other public information.

# PROFESSIONAL DEVELOPMENT RECOMMENDATIONS

- 1. Create a plan to encourage the development of communications skills, including positive public relations skills, throughout all Town and County departments and administration.**
- 2. Develop a mentorship program for key Town and County officials in order to increase the level of professionalism and increase access to the best information and advice in the decision making process.**
- 3. Seek seasonal or functional staffing efficiencies.**
- 4. Institute regular cyclical professional reviews and management assessments of town departments.**
- 5. Conduct exit interviews with departing employees.**

# ISSUES NEEDING FURTHER STUDY

- Mayor/Council form of government
- Representative Town Meeting
- Paid full time Selectmen
- Run off election in multiple candidate races
- Change housing authority and SSA rep from elective to appointed
- Increase BOS to seven members
- Consider changing time/day of Annual Town Meeting
- Require 3-person majority for BOS decisions
- Future term and role of the TGSC