

**TGSC Advisory Recommendations
As of 12-11-06, Revised 12-13-06**

[KEY: ATM=Annual Town Meeting; BOS=Board of Selectmen; CC=County Commissioners; ConCom= Conservation Commission; DPW= Department of Public Works; FC=Finance Committee; FD=Finance Director; HDC=Historic District Commission; NP&EDC=Nantucket Planning and Economic District Commission; PB=Planning Board; TM=Town Manager]

Town Meeting

	<u>Addressed To</u>
Publish warrant online	TC, BOS
Televised pre-ATM meetings of FC and Planning Board as well as BOS	BOS, FC, PB
Consider changing time/day of ATM	BOS

Town Administration

Recommend general policy of a 3-person majority	BOS
Continue cooperation of BOS, FC & School Comm. in budgeting process	BOS, FC, Sch
Develop/continue clear procedure/process for making appointments & replacements, publicize same	TM, BOS
Develop policy to avoid conflict of interest for town employees on Bd & Comms	BOS, TM
Establish process for monitoring functioning of departments	TM, BOS
Clear job descriptions, definitions of roles, criteria for promotion	TM, BOS
Define role of assistant TM; added administrative duties?	TM, BOS
Restructure DPW, separating routine maintenance & major projects; increase staff	TM, BOS
Review policy on rollover contracts; build in safeguards	TM, BOS, Sch
Seek funding for TV coverage of major bodies: PB, NP&EDC, HDC, ConCom	TM, BOS, media
Encourage increased media coverage for public information, esp. TV	BOS, TM, media
Better press coverage of contracts	Media, TM, BOS
Maintain list of interested citizen volunteers for appointment to boards, etc.	TM
Consider purchase order system for Sheriff's expenditures	CC, FD
Plan for adequate meeting facilities, but keep key offices downtown	BOS, TM
Develop communication skills, professionalism for depts. dealing with public	TM
Exit interviews for departing employees	TM, BOS
Hire grant writer for town	TM, BOS
More follow-through on code enforcement	TM

Boards & Commissions

Clarify roles of PB, NP&EDC and BOS with regard to growth	BOS, TM
Strengthen role of FinCom as advisors & long-range planners	BOS
Continue to keep attendance records; Establish policy on non-attendance	TM, BOS
Continue reviewing mission statements	BOS, TM
Consider redefining the structure, duties of audit committee	BOS
Describe clear role/charge for Boards & Commissions	TM, BOS
Develop orientation & training for committee chairs and members	TM, BOS
Encourage explanation of recusals	BOS, B&Cs