

Hopkinton Charter Commission meeting, July 28, 2004

Meeting called to order by Vice-chairman McRobert at 7 p.m. Present: McRobert, Karlin, Daugherty, Pratt, Irvin, Carver.

Motion to review minutes of 7/14/04 when printed and available at next meeting

Motion to relocate future meetings to Fire Station approved unanimously

Motion to distribute the following questions to the department heads at the meeting on 8/4/04 approved unanimously:

1. What are your main responsibilities and to whom do you report? Could this be improved?
2. Which town By-laws, state laws and regulations govern your department?
3. Who holds you accountable for the work you do? Could this be improved?
4. How is your annual performance measured?
5. How does our current form of government impede or facilitate communication? With which dept heads, boards and committees is it important for you to communicate?
6. What suggestions would you make for a better working environment?
7. How effective is the budget process? Who prepares your budget? What are the strengths and weaknesses? How do you think it could be improved?
8. How important is it for you to coordinate with other dept/boards? What processes are in place to help ensure that this coordination takes place? How well do they work? How can they be improved?
9. How does the current structure of town government help you to do your job? How does it impede doing your job?
10. Should the size of your current board be changed? Why?
11. Should there be alternates on your board?
12. Do you believe your position should be elected or appointed? How long a term?
13. If the position of town manager is created who should you report to town manager or the Board of Selectmen?
14. Do you support the creation of a town manager/administrator?

Irvin and Daugherty agreed to collate dept heads responses.

Motion that each member spend an hour trying to make Hopkinton general by-laws work in an existing charter in preparation for our meeting with Marilyn Contreas passed unanimously. Note that the secretary should notify Clark, Eldridge and Herlihy.

Questions from the public: Typically what are the duties and responsibilities of a town manger/administrator? Are the duties defined by law or by some other entity?

James Sterbenz of Alexander Rd.: Are you collecting other town's input? I feel that most oppose Town Meeting and would prefer city council.

Charter Commission Meeting 7/28/04 approved 9/8/04

Chris Deitz, Alexander Rd: Do you prefer open Town Meeting?