

Town of Sharon  
Governance Study Committee  
Subcommittee for Review of Boards

Meeting Minutes

March 14, 2022, Monday, 8:00pm

Location: Zoom

Present: Sarah Monahan, Paul Pietal, Phillip King

Not present: Ron Goodman, David Wluka

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1. Call to Order – 8:00pm Philip King, Chair
2. Approve minutes of February 16, 2022 meeting
  - a. Deferred
3. Review of Correspondence if any
  - a. None received
4. Follow-up to 3/2 committee meeting
  - a. Discussed Town Administrator Turkington’s comments to the full Town Governance Board. Mr. Turkington had raised a point of concern with having an inexperienced board when and if the Select Board moved from 3 to 5 and the potential of having more say as part of the appointing authority on filling open seats for other elected boards with an increased number of Select members. Neither concern seemed insurmountable to the members of the subcommittee present.
  - b. More discussion occurred on the possibility of needing a mechanism to remove board members for issues such as non-attendance. Ms Monahan noted a small 3 member Finance Committee in the Berkshires in which one member refused to participate, leaving only a 2 member quorum to handle business.
  - c. The members discussed advantages/disadvantages of moving from 3 to 5 members. One new data point was that 5 members could possibly avail the Select Board of potentially more capability to recruit members for the various boards/committees that they appoint.
  - d. The idea was floated that it could be possible to have a recommendation to the Select Board on the topic of the size of that board in time for a Fall Town Meeting if one were to occur.
5. Natick Governance Committee and potential outreach
  - a. Mr. King noted that Natick has begun a Town Governance effort. It was agreed that we should reach out to that group when it is formed.
6. Guests/Next Steps
  - a. Mr. King mentioned that two additional candidates have taken out papers for the one open Select Board position. Mr. Pietal indicated he would ask the full committee if it was desired to invite the two candidates to a future full committee meeting.
7. Future meeting
  - a. The next subcommittee meeting will be on April 6 at 8:00 pm.
8. Adjourn
  - a. The meeting adjourned at 8:47 pm



Town of Sharon  
Governance Study Committee  
Subcommittee for Review of Boards

Meeting Minutes

April 6, 2022, Wednesday, 8:00pm

Location: Zoom

Present: Sarah Monahan, Paul Pietal, Ronald Goodman, Phillip King  
David Wluka 8:10  
Lajos Komacsay

Not present: n/a

Call to Order – 8:03pm Philip King, Chair

Minutes

Sarah Monahan motion to approve 3/14/22 minutes. Paul Pietal 2<sup>nd</sup>. 3-0-1 (Ron Goodman abstain, Wluka not present).

Correspondence

None

Follow up to 3/30/22 full Governance Study Committee meeting

Discussion regarding town meeting survey. Discussion regarding whether there are barriers to people getting involved or lack of involvement is self-imposed – Pietal, Goodman, and King think that it is self-imposed. Discussion regarding developing an information package for realtors to distribute to home buyers.

Discussion regarding town website – town info technology would need to update site itself. Monahan suggested committee liaisons ask committees to update their website information.

Further discussion regarding how to reach people. General consensus is that we need to make it easier to get info to people, yet there are state laws and local bylaws with requirements.

MAPC

Discussion regarding term limits and removal process (due to lack of attendance, due to felony) – ask MAPC for guidance.

Future Meetings

Tuesday 4/26/22 8:00pm

Topics not anticipated within 48 hours

None

Adjourn

Meeting adjourned 9:32pm

Town of Sharon  
Governance Study Committee  
Subcommittee for Review of Boards

#### Meeting Minutes

April 26, 2022, Thursday, 8:00pm

Location: Zoom

Present: Sarah Monahan, Paul Pietal, Ronald Goodman, Phillip King,  
David Wluka 8:23, leaves 9:25

Not present: n/a

Call to Order – 8:02pm Philip King, Chair

#### Minutes from April 4, 2022 meeting

Date was 4/6/22. There are comments on the draft minutes. Approval of minutes to take place at next meeting.

#### Correspondence

King reached out to Natick Select Board Chair. Wellesley tabled their discussions re: town meeting. No other correspondence.

#### Follow up to 4/13/22 full Governance Study Committee meeting

Discussion regarding survey accommodations under American Disabilities Act – person has to request accommodation.

Discussion of town wide survey questions.

Pietal now has access to committee website on town website.

#### Committee Structure and Guests

Lauren Barnes is charged with getting information to the community.

#### Select Board Report

Pietal will report at next Select Board meeting. Will request funding. MAPC will contact Wluka next week

#### Future Meetings

Monday 5/16/22 8:00pm

#### Topics not anticipated within 48 hours

None

#### Adjourn

Meeting adjourned 9:27pm

List of documents used at this meeting: TMS Draft Questions Revised 04-26.

Town of Sharon  
Governance Study Committee  
Subcommittee for Review of Boards

### Meeting Minutes

May 16, 2022, Monday, 8:00pm

Location: Zoom

Present: Sarah Monahan, Paul Pietal, Ronald Goodman, Phillip King  
Not present: David Wluka

Call to Order – 8:02pm Philip King, Chair

### Minutes from April 4, 2022 meeting

Goodman – Motion to approve 4/6/22 minutes as corrected. Pietal 2<sup>nd</sup>. 4-0-0

Goodman – Motion to approve 4/26/22 minutes as corrected. Monahan 2<sup>nd</sup>. 4-0-0

### Correspondence

None

### MAPC update

Meeting rescheduled from tomorrow 5/17/22.

Request MAPC provide elected official removal options (ex. nonattendance, crime/felony)

Inquire as to where nonresidents have been allowed to vote; duties of Finance Committees in other towns; select boards 3 v 5 people.

### Follow up to 5/11/22 full Governance Study Committee meeting

Nothing

### Town Survey

Discussion regarding our platform to use (anonymity). Monahan spoke to Secretary of State office – survey is considered anonymous if survey names not collected.

Pietal suggested using a Google form and directing people to it.

Discussion regarding Michelle Shain comments on draft survey and how to “see” her comments.

### Boards and committees

Select Board size

Discussion related to process for debating Select Board size and unintended consequences.

Per Pietal conversation with Colleen Tuck who has served Sharon as select board member and on many committees – Tuck adamant to keep Select Board at 3, ability to work outside a meeting. What Tuck sees as strength, many see as negative.

A strength could be found in larger Select Board as there would be more people to recruit for committees.

King spoke to Natick Select Board chair who says a board of 3 isn't good – too many other committees for select board member to attend. Pietal noted ability to appoint people instead of sitting yourself (Pietal has done this when sitting as committee chair).

Term limits and appointment/election process  
Discuss at next meeting

Timeline and next steps

Consider asking new Select Board member to meet with GSC full committee.

Future Meetings

Full committee meeting – Wednesday 5/25/22 7:30pm

Subcommittee meeting – Tuesday 5/24/22 8:00pm or Wednesday 6/1/22 8:00pm

King will email Subcommittee to finalize next meeting date.

Topics not anticipated within 48 hours

At next meeting discuss Michelle Shain comments on draft survey.

Adjourn

Meeting adjourned 9:31pm

List of documents used at this meeting: None.

Town of Sharon  
Governance Study Committee  
Subcommittee for Review of Boards

Meeting Minutes

May 23, 2022, Monday, 8:00pm

Location: Zoom

Present: Sarah Monahan, Paul Pietal, Ronald Goodman, Phillip King, David Wluka

Not present: n/a

Call to Order – 8:02pm Sarah Monahan, Vice Chair

Minutes from May 16, 2022 meeting

No discussion. Pass until next meeting.

Correspondence

None

MAPC update

Meeting is tomorrow 5/24/22.

Town Survey

- a. Process – covered in prior meetings; reach out to all parties – list serves, groups, etc. We will reach out to all people – resident/nonresident, voter/nonvoter, etc./etc.
- b. Questions – discussion on draft survey and various questions
- c. External support – Town meeting subcommittee seems to have more experience with surveys, and we will defer to them.

Topics not anticipated within 48 hours

None.

Adjourn

Meeting adjourned 8:57pm

List of documents used at this meeting: XXXXX.

Town of Sharon  
Governance Study Committee  
Subcommittee for Review of Boards

Meeting Minutes

June 1, 2022, Wednesday, 8:00pm

Location: Zoom

Present: Sarah Monahan, Paul Pietal, Ronald Goodman, Phillip King

Not present: David Wluka

Call to Order – 8:14 pm Phillip King

Approve minutes from May 16, 2022 and May 23, 2022 meetings

Motion to approve Minutes from May 16, 2022 meeting – Pietal, 2<sup>nd</sup> – Goodman. Approve 4-0-0

Motion to approve Minutes from May 23, 2022 meeting – Goodman, 2<sup>nd</sup> – Pietal. Approve 3-0-1 (King)

Correspondence

None

MAPC update

Wluka and Pietal met with Mark Fine and Brian Luther 5/24/22.

Town Survey

- a. Process –
- b. Questions – King asks why would we take questions during the meeting.
- c. External support – Town meeting subcommittee seems to have more experience with surveys, and we will defer to them.
- d. Outreach – we will send meeting notice from the Governance Study Committee email to all the groups identified. Pietal will ask Select Board to mention GSC town survey meeting at next Select Board meeting

Pietal updated survey with Rob Carver and Ganesh Rangarajan. It will be 1 page.

Public Forum

- a. Process - Pietal will lead the public forum meeting at Community Center. King and Matthew Keenan will speak about the subcommittees they chair. Will we have an agenda to follow? Does MAPC have an agenda we can follow.
- b. Questions – Monahan suggests we finalize format next week at full GSC committee meeting
- c. Outreach – King to reach out to Sharon What's Up; Goodman to reach out to Everything Sharon

9:17pm Monahan leaves meeting

Town Survey – additional

We will send survey to Town Administrator Turkington for final review.

Age and race questions – will follow categories from U.S. Census



Topics not anticipated within 48 hours

None.

Adjourn

Meeting adjourned 9:23pm – Next meeting June 15, 2022

List of documents used at this meeting: Draft – Town Wide Survey Version 2.

Town of Sharon  
Governance Study Committee  
Subcommittee for Review of Boards

Meeting Minutes

June 29, 2022, Wednesday, 7:30pm

Location: Zoom

Present: Sarah Monahan, Paul Pietal, Ronald Goodman, Phillip King, David Wluka (7:52pm)

Not present: n/a

Call to Order – 7:33 pm Phillip King

Approve minutes from June 1, 2022 and June 15, 2022 meetings

Motion to approve Minutes from June 1, 2022 meeting – Goodman, 2<sup>nd</sup> – Monahan. Approve 4-0-0

Motion to approve Minutes from June 15, 2022 meeting – Pietal, 2<sup>nd</sup> – Pietal. Approve 3-0-1 (Goodman)

Correspondence

None

MAPC discussion with representatives

Mark Fine is present at this subcommittee meeting.

Brian Luther is at other subcommittee meeting this evening.

Per Fine, MAPC can discuss issues/questions with other committees if desired. Does not want to duplicate liaison efforts.

MAPC can look at role of fincom in peer communities using Rob Carver's list of approximately 30 peer communities. He will select approximately 5 to review their by-laws.

Hopkinton has an appropriations committee which includes nominations from different committees.

This is an example of different method from Sharon.

There was no issue with the fincom at our public forum. Most feedback is positive – fincom is the 1 committee that sees everything i.e. various budget, expenditures.

Planning Board – Biggest difference in communities is whether positions are elected or appointed.

Otherwise, most town planning boards have similar roles.

David Wluka 7:52pm

Select Board sizing

Discussion to invite former select board member to our 7/13/22 meeting (former member and committee member to invite follows).

Heitin – Pietal

Powell – Monahan

Tuck – Pietal

N Katz – Wluka

H Katz – Wluka

McGraph - King

Town wide Survey progress

As of 4 days ago, approximately 70 responses of which 60 did not attend the most recent town meeting.

Pietal received DPW email list with 2100 emails.

Melissa Imbaro will send survey link to all groups on town hall distribution.

Discussion to invite community members not currently serving on a board/committee to our 7/27/22 meeting (community member and committee member to invite follows).

Richard Kramer – King

Ben Puritz – Pietal

Judy Crosby – Goodman

Man who attends town meeting who is former bus driver, lives on Bay Road – Goodman

Ben Feinberg - King

#### Town Meeting Subcommittee

- a. Other forms of government – Some peer communities have a Charter, some don't. Holliston has no charter, by-laws speak to Select Board; Sharon by-laws do not speak to Select Board. Mark Fine does not see a legal committee of volunteers. Most towns rely on outside counsel. Other forms of government TM subcommittee should explore? None
- b. Areas of Exploration – None

#### Discussion of process for recommendations

Pietal – each subcommittee needs to present pros/cons to full committee which then votes; present pros/cons only, subcommittee does not vote/make recommendations.

King – consider writing a dissenting opinion.

Monahan – what level of support will be the voice of the committee – majority, super majority, unanimous?

#### Topics not anticipated within 48 hours

None.

#### Adjourn

Meeting adjourned 9:05pm – Next meeting July 13, 2022 7:30pm and July 27, 2022 7:30pm

List of documents used at this meeting: Liaison Assignments and Draft Template for Board/Committee Discussions; WH Notes.

**SHARON GOVERNANCE STUDY COMMITTEE**

**Boards Subcommittee MINUTES**

*July 13, 2022*

The Boards Sub-Committee meeting was called to order at 7:32 pm by Chair Phillip King.

**Member attendance**

King: Present

Monahan: Present

Goodman: Absent

Wluka: Present

Pietal: Present

**Approval of Minutes**

Minutes of June 29 were approved 2-0-0.

**Select Board Discussion with Former Members**

Colleen Tuck and Bill Heitin joined the meeting to discuss their experience as former members of the Select Board. Ms. Tuck served from 1976 to 1988 and Mr. Heitin served from 2004 to 2022.

Mr. Heitin believes that the Town government works very well. He stressed that ultimately it is the Town Meeting that renders the decisions. He stated his preference for a 3 member Select Board. He feels that structure has served the Town well. He compared Sharon's experience to other communities with 5 member boards that he is familiar with. His observations point to 5 member boards being more political and less collaborative overall, making it harder to get things done. A prime example given was the manner in which our current Town Administrator was relieved of duties in another town by an effort of a Select Board where 2 members created a political platform. Regarding the inability to speak with other members when there are only 3, he indicated that is not a problem since members can talk with each other as long as they are not deliberating and making decisions.

Mr. Heitin also pointed to the strong overall structure of Sharon's government. He specifically noted the success of the Priorities Committee and Capital Outlay Committee. He also noted that the Finance Committee works well with other boards and committees. The Economic Development Committee was called out for providing the Select Board with great information.

Mr. Heitin also noted how important it is for the Select Board members to talk with the broader community to gather opinions.

Mrs. Tuck concurred with Mr. Heitin's overall summary. She also noted that 5 member boards are more inclined to "horse trading" to accomplish goals that one member may find important. She pointed out the stability that our current 3 member board provides by having the member in their 3rd year be the chair of the board. This heightened visibility gives the Town the ability to better understand if the person should be re-elected if they choose to run again.

Ms. Monahan questioned whether a 5 member board would help with the individual member's time commitment. Mr. Heitin noted that the strategy is for the Select Board to "divide and conquer" to spread the tasks equitably. He also pointed out that there are many fewer public events than there had been in the past.

Ms. Monahan noted that we had an abundance of strong candidates for this year's open seat. Mrs. Tuck noted that the fact that open seats typically draw more interest, concurring that the candidates this year were very strong. She also mentioned that the Select Board are the executives and that having a strong Town Administrator and department heads is critical.

Mr. King inquired on whether a Town Charter would be an improvement. Mr. Heitin indicated he would like to see the Town move towards a Charter to formalize our Town structure.

Mr. King provided input from former Select Board member McGrath, indicating he would like to try having a 5 member board. His opinion is that he always felt that the other two sitting members acted as one. Mr. Heitin disagreed with that statement. Mrs. Tuck added that it isn't a bad thing if members get along, making for more collaborative environment.

On the topic of the Finance Committee, Mr. Heitin feels that it has done a good job overall. Perhaps 11 members might be too many and he would like to see more turnover of members. He stated that it is critical to have a good Finance Committee Nominating Committee. Mrs. Tuck added that the wide range of perspectives is important for the Finance Committee, just as it is for the Standing Building Committee.

Mr. King asked about the possibility of term limits, noting that Norm Katz was on the Select Board for 36 years. Mrs. Tuck replied that the residents kept re-electing Mr. Katz because they felt he was doing a good job. She added that she doesn't support term limits.

### **MAPC updates**

Mark Fine from the Metropolitan Area Planning Council updated the committee on his team's work to date. He provided a summary of the makeup of Finance Committees and Personnel Boards in 5 similar towns: Hopkinton, Southboro, Wayland, Acton and Holliston. He noted that Sharon has the largest Finance Committee of all the towns. He also mentioned that Personnel Boards are not required and that some town's have started to move the functions to professionals on the staff of the towns.

On the topic of removal of members of boards, Mr. Fine noted that Southboro has a provision for removing Finance Committee members for attendance issues and Acton has a recall provision for Select Board members.

### **Town Wide Survey Update**

The survey is in process with a total of 417 responses so far.

### **Topics not anticipated within 48 hours of posting**

None.

### **Adjourn**

Seeing no other business to come before the committee, Mr. King adjourned the meeting at 9:34 pm.

**SHARON GOVERNANCE STUDY COMMITTEE**

**Boards Subcommittee MINUTES**

*July 27, 2022*

The Boards Sub-Committee meeting was called to order at 7:31 pm by Chair Phillip King.

**Member attendance**

King: Present

Monahan: Present

Goodman: Present

Wluka: Arrived 7:48

Pietal: Present

**Approval of Minutes**

Minutes of July 13 were approved 3-0-1.

**Discussion with Former Selectboard Member and Community Member**

Judy Crosby and Henry Katz joined the meeting to discuss their experience as former members of committees. Ms. Crosby served on the School Committee and Mr. Katz served 9 years as a Selectman.

Ms. Crosby stated that she strongly favors expanding the Select Board from 3 to 5 members. She noted an example where a 3 member board signed a contract without knowing the contents, and she indicated the reason was that all three members were too busy. She also felt that tax relief opportunities have also been missed due to lack of Select Board member's availability. She feels that forming subcommittees with only 3 members is difficult. She also noted that having 5 members would make it easier to have discussions with other members outside of formal meetings. She indicated that the Select Board votes with one voice to fill vacancies, implying that discussions might have occurred outside of formal meetings. She also noted that the Select Board discouraged some candidates from running for the School Committee.

In response to a question from Mr. King about the size of the School Committee, Ms. Crosby indicated it expanded in order to relieve the issue of an even number of members and the potential for tie votes. Expanding was much easier than contracting in size.

In response to a question from Mr. Goodman on why more than 5 might not be better, Ms. Crosby felt that would be too quick of a change. She also said that it feels like the town is run in the style of a Town Manager, instead of a Town Administrator. Mr. Wluka mentioned that perhaps the Town might consider moving to a Town Manager style of administration. Mr. Katz noted that the Select Board needs to understand their roles as do all boards and committees. Ms. Crosby concurred and indicated training for members of all boards should be provided. In the past, the Town Administrator had organized training seminars where 80-90 people attended.

Mr. Katz noted that moving to 5 members would add politics to the mix and endanger the fiscal control currently in place. In his experience, the 3 member board would collaborate on hard fiscal issues.

Mr. Goodman asked if adding 2 members would assist in collective bargaining negotiation. Mr. Katz did not think so. Ms. Crosby felt it would by potentially providing a broader expertise from the additional members.

Ms. Crosby would be in favor of term limits for all board and committee members. She thinks that there should be 2 to 3 terms max. This would allow for more perspectives on committees. She feels that a 3 member board is more prone to "groupthink".

Ms. Crosby noted that the Finance Committee looks at the big picture and provides a non-biased view. They also maintain a good liaison structure to other boards and committees. They also provide a good role on the Priorities Committee.

Mr. Katz doesn't feel that the size of the Select Board is an issue. He feels moving to 5 members would increase the political nature of the Board and make it less collegial. He noted that the Select Board are hands-on managers, setting it apart from the School Committee, which is an oversight committee with the school administration acting as the hands-on managers.

Mr. King provided input from Richard Kramer on the size of the Select Board. Mr. Kramer would support moving to 5 members but with a process to return to a 3 member board if not successful. He also would support keeping the terms at 3 years.

#### **MAPC updates**

None

#### **Town Wide Survey Update**

Mr. Goodman noted the School Committee will announce the availability of the survey to its constituents.

#### **Deliberation Planning**

Discussion ensued on the potential dates for the Boards Subcommittee meetings. It was felt that the subcommittee needs to meet more frequently, perhaps in place of full committee meetings for the short term.

#### **Topics not anticipated within 48 hours of posting**

None.

#### **Adjourn**

Seeing no other business to come before the committee, Mr. King adjourned the meeting at 9:41 pm.

**SHARON GOVERNANCE STUDY COMMITTEE**

**Boards Subcommittee MINUTES**

*August 4, 2022*

The Boards Sub-Committee meeting was called to order at 7:32 pm by Chair Phillip King.

**Member attendance**

King: Present                      Monahan: Present                      Goodman: Present  
Wluka: Present                      Pietal: Present

**Approval of Minutes**

Minutes of July 27 were approved 5-0-0. (moved Wluka, second Monahan)

**Correspondence**

Letter received from resident Bertha Foster was noted.

**Discussion with Community Members**

Community member Mr. Michael Pierce joined the meeting to discuss various topics. On the topic of Open Town Meeting (OTM), Mr. Pierce indicated he supports OTM and that the town is lucky to have it. He didn't feel it would work in much larger towns but he appreciated the fact that residents can vote directly on issues before them. He raised concerns about last minute amendments that could cause legal issues without proper review. He noted that the new addition of "yes" and "no" microphones can be a little challenging. He also has observed that the town has made significant strides in completing OTM in one night. He suggested that the School Committee should also be seated at the front of the auditorium as a significant portion of the budget emanates from their department.

On the topic of the size of the Select Board, Mr. Pierce didn't note a strong preference. However, he did point out the recent issue when a member of the Select Board was ill for an extended period of time resulting in having only 2 active members. He suggested there might be a need for a process to address this type of issue.

On other topics, Mr. Pierce suggested that the Town Report should be blunt and factual, even if the facts don't make the town look good. He also indicated he prefers elected boards as much as possible but understands the need for appointments as well.

Mr. Goodman asked Mr. Pierce on his thoughts on non-citizen voting. Mr. Pierce indicated that residents that own property should be able to vote and participate in decisions that affect their lives.

**MAPC updates**

None

**Town Wide Survey Update**

The survey is in process with a total of 1100 responses so far. Mr. Pierce noted the Sharon Men's Club meets on Tuesday mornings and might be a good place to provide surveys. Mr. Wluka indicated he would reach out to the Men's Club to see if there might be an opportunity to chat with them during their next meeting.

**Debate and Make Preliminary Recommendations**



Mr. Wluka would like to include the question of whether the Town should move to a Town Manager instead of the current Town Administrator structure. He will ask the MAPC for insight into how other towns are structured in this regard.. Ms. Monahan noted that we need to ensure that we communicate issues such as these that we have discussed but aren't formally part of the list of items we were given to address.

The role of the Personnel Board was discussed. The overall opinion of the subcommittee was that it would be best to move to a professional Human Resource structure if possible. Mr. King suggested it might be possible to share duties with the recent addition of an HR professional in the School Department. Mr. Wluka suggested it might be feasible to have an HR professional on retainer as the amount of work might not warrant a full-time staff member. Mr. Goodman noted that the cost could be an issue.

**Moved - Consider shifting Personnel Board functions to an HR employee or HR outside contractor – maybe combine with school department HR position - Motion successful 5-0.**

Discussion ensued on the role of the Finance Committee. Mr. King noted that it wasn't easy to understand the role of the Finance Committee based on the description on the Town's website. Mr. Wluka noted that the mission statements of the Finance Committee and all other committees should be clearly defined, using wording from Town by-laws when available. On the point that perhaps we should go back to the name of the Warrant Committee, Mr. Goodman noted that name alone can be a bit mysterious to the typical resident.

**Moved - Select Board should not change specific duties, fiscal oversight responsibilities of, or name of the Finance Committee. - Motion successful 5-0.**

The subcommittee decided that we should look at the structure and role of the Finance Committee Nominating Committee at the scheduled 8/15 meeting.

#### **Topics not anticipated within 48 hours of posting**

None.

#### **Adjourn**

Seeing no other business to come before the committee, Mr. King adjourned the meeting at 9:40 pm.

Town of Sharon  
Governance Study Committee  
Subcommittee for Review of Boards

Meeting Minutes

August 9, 2022, Tuesday, 7:30pm

Location: Zoom

Present: Sarah Monahan, Paul Pietal, Ronald Goodman, Phillip King  
Mark Fine – MAPC

Not present: David Wluka

Call to Order – 7:32

Approve minutes from August 4, 2022 meeting

Pietal motion.

Goodman 2<sup>nd</sup>.

Vote 4-0-0

Correspondence

None

Boards and Committees composition discussion with former members and community members

None

MAPC update with representative(s)

Mark Fine joined the meeting and expressed desire to help with deliberations. Discussion as to differences between Town Administrator (current role held by Fred Turkington) and Town Manager. Sharon has Town Administrator. The Select Board ultimately makes decisions as Town Administrator and Department heads report to the Select Board. Shifting to Town Manager would require special legislative approval. Town Manager position is typically found in larger communities and is high paying v. Town Administrator.

Debate and make preliminary recommendations on whether to make changes to any Boards/Committees/Positions from elected to appointed or vice versa (including, but not limited to, Personnel Board, Zoning Board of Appeals, Finance Committee and Town Clerk)

Discussed Select Boards pros/cons of 3 v 5 members:

Pietal, Monahan, Goodman agree 3 is better

People who have served have reported that 3 works, 3 is efficient; and 5 would become more political, horse trading.

Pro of 5 is more manpower and diversity of opinion. However, according to former SB member Heitin, there are fewer events now than in prior years. Monahan noted that the Select Board should rely on support staff, with the tax workoff opportunities given as an example.

Con of 5 is it may inadvertently encourage sub quorum discussions outside public meetings and lead to serial conversations – open meeting law violation.

Pietal and Goodman noted the need for a convincing argument to vote to change SB number.

King noted that in his opinion, the town has been mismanaged and we are hearing from the SB members who made all the bad decisions.

See David Wluka email attached.

Decision made to wait until next meeting to vote on Select Board 3v5

Discussed Town Clerk position. The Subcommittee unanimously voted at a prior meeting to keep the position as an elected position.

Discussed Finance Committee Nominating Committee (FCNC). King believes people who want to serve on the FinCom should be considered to allow for more opinions, indicating that the incumbent members were given preferential consideration. Monahan asked if there should be term limits; Pietal responded no for elected positions, but perhaps we could suggest incumbent members could apply for different appointed positions. Goodman noted term limits for appointed positions could be detrimental. Mark Fine (MAPC) noted that term limits for appointed positions is not common, and he does not favor it. Cheryl Weinstein, chair of FCNC, will be invited to our next meeting.

Discussed Zoning Board of Appeals. There was a recent issue where a ZBA member resigned and the alternate was unable to step in. We will investigate this matter for further discussion.

Discussed Water Management Advisory Committee (WMAC). The WMAC is appointed by the Select Board. The SB acts as Sharon's Water Commissioner. Pietal will reach out to the WMAC members to understand their position on the SB being the water commissioners.

#### Remote Meetings

Monahan in favor of remote meetings. King likes remote meetings for personal reasons; in person meetings are needed for those not tech savvy. Pietal noted the dynamics of in-person meetings are superior. Goodman queried if hybrid meetings would be best. There are technology issues with multiple in person meetings being held simultaneously throughout the town – SCTV limitations, wifi, room space.

#### Topics not anticipated within 48 hours

Monahan is maintaining a running list of ideas we can present to the Select Board

#### Scheduling of additional meetings

Monday August 15, 2022 7:30pm

#### Adjourn

9:24pm

Town of Sharon  
Governance Study Committee  
Subcommittee for Review of Boards

Meeting Minutes

October 14, 2021, Thursday, 8:00pm

Location: Zoom

Present: Paul Pietal, Phillip King, Sarah Monahan, Ronald Goodman

Not present: David Wluka

Call to Order – Paul Pietal

Motion – Ron Goodman nominates Phillip King as subcommittee Chair; Paul Pietal 2<sup>nd</sup>; Vote 4-0.

Motion – Ron Goodman nominates Sarah Monahan as subcommittee Vice Chair; Paul Pietal 2<sup>nd</sup>; Vote 4-0.

General discussion regarding areas to research/approach with regard to Select Board, Library Trustees, Finance Committee – appointed v. elected positions; community participation and getting more people involved; why some towns have (not) increased select board size and results of that decision – (un)happy and why, etc.

Paul made a presentation of historical and current role of Finance Committee including formerly known as Warrant Committee; looks at all warrants, budget being the largest; departments report to Finance Committee with budgets.

Next meeting of this subcommittee – November 1, 2021, Monday, 8:00pm.

Motion – Ron Goodman to adjourn; Paul Pietal 2<sup>nd</sup>; Vote 4-0. 8:45pm.

Town of Sharon  
Governance Study Committee  
Subcommittee for Review of Boards

Meeting Minutes

November 4, 2021, Thursday, 8:00pm

Location: Zoom

Present: Sarah Monahan, Paul Pietal, Ronald Goodman, David Wluka, Philip King 8:20pm

Not present: n/a

Call to Order – Sarah Monahan, Vice Chair

Discussion of draft minutes 10/14/21 meeting.

David Wluka has asked at MAPC re: grant availability and technical assistance.

Subcommittee members have begun reaching out as liaisons to Town Boards/Committees.

Paul Pietal has inquired of Don Hillegas, town technology person, re: town tech capability to handle (sub)committee surveys. He has also inquired of DPW since DPW sends mailings to town residents. He is waiting for response from Hooper.

General discussion on options to collect data from Sharon residents – survey on social media, web based, paper ballot. Paul Pietal – anonymity is not important; David Wluka – anonymity is important and would like people to be able to put name on or not. Ron Goodman – survey should capture registered voting residents; signing out paper survey at Town Hall would accomplish anonymity and voters. Philip King – google forms is not anonymous; use survey monkey which Paul Pietal is unsure if survey monkey is anonymous. Philip King has concerns related to public records. Ron Goodman and Philip King - obtain survey at Town Hall by showing ID but Town Clerk does not note who person is. No resolution how to collect data.

Paul Pietal showed survey questions he prepared.

Comments shared regarding Elected v. Appointed positions. Philip King did not like Select Board appointing member to fill School Committee vacancy during 2020. David Wluka noted appointments are necessary because we can't have an election every time someone resigns. Finance Committee has a Select Board nominating committee; nominations are voted at Town Meeting. Town Moderator can appoint to certain boards including the personnel board.

Paul Pietal noted that the Finance Committee makes the first warrant motion at Town Meeting. Finance Committee is in a good position to do this as all committees go in front of Fincom re: budgets. Finance Committee was formerly called the Warrant Committee. Should the Finance Committee be renamed?

Discussion of which committees/boards to research. David Wluka suggests "major boards." General consensus to keep at Top 13 boards as outlined on Google Drive.

Next meeting of this subcommittee – November 15, 2021, Monday, 8:00pm. NOTE – Next subcommittee meeting changed to November 16, 2021, 8:00pm. Schedule change made at November 10, 2021 meeting of the Governance Study Committee.

Meeting adjourned 9:14pm.

Town of Sharon  
Governance Study Committee  
Subcommittee for Review of Boards

## Meeting Minutes

November 16, 2021, Thursday, 8:00pm

Location: Zoom

Present: Sarah Monahan, Paul Pietal, Ronald Goodman, David Wluka, Philip King

Not present: n/a

Call to Order – 8:05pm Philip King, Chair

### Minutes

Ron Goodman motion to approve 10/14/21 minutes. Paul Pietal 2<sup>nd</sup>. 4-0-1 (David Wluka abstained, absent from 10/14/21 meeting).

Ron Goodman motion to approve 11/4/21 minutes as corrected, Paul Pietal 2<sup>nd</sup>. 4-0-1 (Philip King abstained, not present from entire meeting).

Correspondence – none

### Committee Liaisons

David Wluka has reached out to Board of Health. Has received no response. Will continue to reach out.

Philip King has reached out to Capital Outlay committee. Has received no response. Has attended a meeting.

Ron Goodman has communicated with 2 school committee members and will be setting up meetings.

Overall response from committees has been less than hoped.

Paul Pietal has spoken to community member Colleen Tuck who has served on many boards and committees in town. As the Select Board's role is to be policy makers (not hands on, day to day), she feels 3 people can handle policy. Regarding Open Meeting Law, she believes keeping 3 members provides a barricade, keeping members from talking. This is good. She is adamant that 3 members is the right number. Regarding the Town Clerk position, Colleen's opinion is if it becomes appointed, we need to decide who appoints, and an appointed person could jump from town to town for pay increases. If elected, someone unqualified could win. Approximately 60% of town have elected Town Clerk, 40% have appointed. Colleen thinks open town meeting has run its course.

David Wluka likes the idea of professionals with qualifications. Paul Pietal commented that if an unqualified person was running, people in town would get someone qualified to run.

David Wluka spoke to people in Braintree. Braintree moved from Open Town Meeting to Representative Town Meeting and now has Mayor with Town Council. These people feel the current structure has created barriers and disconnect with the public.

Philip King commented that communication between departments as it relates to the public is poor. Poor communication related to paving project on his street. He emailed Town Administrator and Select Board, has received no response. Paul Pietal agreed there is a communication issue in Town, will mention this to Personnel Board.

Ron Goodman suggested Melissa Imbaro could possibly help GSC communicate and see how it goes. We may learn we need a communications person in Town Hall.

There was general discussion of voting remotely through phones and clickers. If we made it easier to vote, more people might participate. Wluka, King, and Goodman agree we should look at technology options.

#### Options to collect data

General discussion of how to collect data. King mentioned using Sharon High School AP Government students and ideas how to do this – wear uniforms, go to Angels, Post Office. King would reach AP teacher and invite to our next meeting. Pietal mentioned Google forms and security features to keep surveys almost completely anonymous. Goodman suggested disseminating surveys on Google, at town hall, at Post Office, etc; see what we get for responses; then decide how to tabulate.

#### Budget

The committee suggested we ask Select Board for a budget.

#### Report to Select Board

Pietal will summarize subcommittee progress and present to Select Board with his chair's report of the full committee.

#### Future Meetings

Next meeting of this subcommittee – December 13, 2021, Monday, 8:00pm.

Meeting adjourned 9:17pm.



Town of Sharon  
Governance Study Committee  
Subcommittee for Review of Boards

Meeting Minutes

December 13, 2021, Monday, 8:00pm

Location: Zoom

Present: Sarah Monahan, Paul Pietal, Ronald Goodman, David Wluka, Phillip King

Not present: n/a

Call to Order – 8:04pm Philip King, Chair

Continue discussion on options to collect data from Sharon residents

Sharon resident Michelle Shain was present. Paul Pietal explained the committee's charge. Michelle explained survey construction and data collection strategies. For example, she asked who the committee wants to hear from – every adult, everyone who lives in Town, citizens, adult citizens? Phillip King responded people who are eligible to vote in Sharon. Michelle explained that most people in Town likely don't know we have a Select Board and fewer would know there are 3 members. Whether there should be 3 or 5 Select Board members is something to ask people involved in Town. Questions to ask of broader group: did you vote? Why/why not? Ask questions to engage these people. We can present information to broad group including pros/cons and ask which they prefer. She noted that how many Select Board members we need will best come from experts who study this. Asking everyone won't give us this information. It will give us something, and is this information we want it? Michelle continued – do we have funding to learn what people in Sharon think of Town government. Pietal commented that we recently presented update to Select Board and noted we may need money. Michelle suggested inexpensive solution – Survey Monkey would be \$400 to send and we could use various list serves (Schools, Library, rec center, Council on Aging, DPW). A mailing would cost money and would reach those without internet. More people respond if there is an incentive - \$5 Amazon gift card, for example. We would need to do cognitive testing (walk some people through the survey, does it make sense, are the questions comfortable, etc.); also need nonresponse bias – a breakdown of households, race, gender, etc.; women are more responsive to surveys.

David Wluka said MAPC will be at our next full committee meeting and suggested Michelle attend. MAPC told Wluka our committee is trying to recreate information that is already available.

Thank you to Michelle who left zoom 8:57pm.

Minutes

Ron Goodman motion to approve 11/16/21 minutes as corrected. Wluka 2<sup>nd</sup>. 5-0-0

Correspondence

None

Process to request budget during upcoming annual cycle to conduct survey

Pietal, at full committee update to Select Board, mentioned that our committee may need money.

OML requirements and the process for posting agendas

Sarah Monahan noted the physical notification at Town Clerk's office is the default location for posting agendas. The Select Board can vote to make the Town website the official notice location. Should we recommend to Select Board that the website be the comprehensive location?

This matter relates to official notice if any discrepancies exist between posted notice at Town Clerk's office and Town's website.

Monahan will look into difficulties re: posting online v. paper.

Report from Maureen and David on meeting with MAPC

MAPC will be at Governance Study Committee's Wednesday December 15 meeting. They have funding available with grant applications due in February. MAPC recently completed a Dedham governance study.

Future Meetings

Next meeting of this subcommittee – either January 5, 2022 or January 12, 2022 depending upon which is chosen by the full committee at its 12/15/21 meeting. This subcommittee will meet January 5, 2022 if full committee chooses neither of these dates. 8pm start.

Topics not anticipated within 48 hours

None

Adjourn

Meeting adjourned 9:26pm.

Town of Sharon  
Governance Study Committee  
Subcommittee for Review of Boards

Meeting Minutes

January 5, 2022, Monday, 8:00pm

Location: Zoom

Present: Sarah Monahan, Paul Pietal, Ronald Goodman, David Wluka, Phillip King

Not present: n/a

Call to Order – 8:04pm Philip King, Chair

Minutes

David Wluka motion to approve 12/13/21 minutes. Paul Pietal 2<sup>nd</sup>. 5-0-0

Correspondence

None

Continue discussion on options to collect data from Sharon residents

Comments in agreement with Michelle Shain (her visit to most recent meeting) – Pietal, certain questions are for boards/involved people v. certain questions appropriate for general uniformed population; Wluka surveys are inherently flawed and MAPC likely can provide better info than a survey could provide. Sarah Monahan mentioned surveys can provide what doesn't work for people but wouldn't provide solutions. Ron Goodman mentioned giving people the opportunity to speak to us, other than a survey.

Wluka motion to create an outreach campaign explaining the committee's charge and we want community input. We will reach people in such methods as listserv, Facebook, Sharon tv, etc. to join us for listening sessions. Pietal 2<sup>nd</sup> 5-0-0

Wluka will draft "advertisement" and present to full GSC next week.

OML and posting agendas

Sarah Monahan noted Town Clerk sent memo to all Board Chairs explaining how to send notices to web master which get the notices posted on the website and suggests Select Board should implement policy to get all notices posted both in Town Hall and on website.

Future Meetings

Wednesday 1/19/22 8:00pm

(Full Governance Study Committee meets 1/12/22)

Topics not anticipated within 48 hours

None

Adjourn

Meeting adjourned 8:50pm

Town of Sharon  
Governance Study Committee  
Subcommittee for Review of Boards

### Meeting Minutes

February 2, 2022, Monday, 8:00pm

Location: Zoom

Present: Sarah Monahan, Paul Pietal, Ronald Goodman, Phillip King  
David Wluka 8:32

Not present: n/a

Call to Order – 8:04pm Philip King, Chair

### Minutes

David Wluka motion to approve 1/2/22 minutes. Sarah Monahan 2<sup>nd</sup>. 4-0-0

### Correspondence

None

### Continue discussion on options to collect data from Sharon residents

Monahan reminds us of our charge.

General discussion whether to invite Select Board and/or Select Board candidates to our meeting. King noted Xander Shapiro (on Economic Development Committee), Dan Lewenberg (Chair of Finance Committee), and Kiara Pierre Louis (chair of Diversity Equity and Inclusion Committee) have pulled papers and expects them to submit with signatures. Pietal will speak to SB chair Heitin about SB attending our meeting.

General discussion of pros/cons of Select Board size, suggestion to have mechanisms to remove member who doesn't attend meetings.

General discussion of asking people why they don't attend Town Meeting – basically happy.

8:32 David Wluka joins – would like to utilize MAPC to assist us.

Ron Goodman asks do we need a larger Select Board or do we need more people in town hall i.e. a stronger administrator? Wluka – yes, Select Board decides; town administrator implements.

The town hired assistant town manager approximately 9 months ago. Few people aware of this.

Some discussion about whether we should begin expressing our personal opinions (Pietal) or continue gathering data (Wluka).

Monahan suggests looking to towns that have gone from 3 to 5 Select Board members and hearing how it has worked, pros/cons. Milton is suggested though Milton is a larger population town. Pietal will reach out to Turkington for Milton contact.

### MAPC Engagement

We find out in March if we've been accepted.

### Future Meetings

Wednesday 2/16/22 8:00pm

Pietal will invite via email Select Board candidates to this meeting.

Topics not anticipated within 48 hours  
None

Adjourn  
Meeting adjourned 9:15pm