



## **Town of Pembroke**

### **DRAFT Minutes of the Town Government Study Committee September 13, 2016**

**PRESENT:** Scott Wilson (Chairman), Daniel W. Trabucco, Dan Taylor, John Duggan and Holly Walsh

**7:00 Meeting Opened:** Members voted to accept September 9, 2016 meeting minutes. Taylor abstained.

#### **Committee Action Items:**

- Reviewed Department Head/Committee/Board survey and organizational chart. Amended org chart to reflect Police Chief and Fire Chief are now contract positions. Motion made by Duggan and seconded by Trabucco to accept survey and amended org chart. All members voted in favor to accept.
- Wilson will coordinate with BOS Secretary to distribute to intended audience. Responses should be submitted to BOS Office to be forwarded to Committee.

#### **Old Business:**

- Committee decided on initial approach to gather information:
  - Distribute org chart along with survey to Department Heads and Boards for feedback
  - Meet with Department Heads and Boards as warranted for further information on their responses
  - Concurrently review surveys from other local to prepare another survey for a wider audience which would include taxpayers, employees, etc.

#### **New Business:**

- The next meeting date of Wednesday October 5th was set.
- Motion to adjourn by Walsh, second by Duggan, all members in favor. Meeting adjourned at 7:20 PM