

**HAMPDEN
MASSACHUSETTS**



**GOVERNMENT STUDY COMMITTEE
MINUTES**

Meeting: June 12, 2023; 6:30pm

Attendees:

	Cliff Bombard	X	Keith Pixley
	Michal Boudreau	X	Luis Severino
X	Eric Brewer		
X	Donna Hatch		
X	John Matthews		

Minutes

Notes: Interview with Bob Markel, Town Administrator
- June 12, 2023

Current status:

- Works 25 hrs/wk, <1200 hrs/yr
- Starts at 8:30am, then – Monday, all day; Tue, till 3:30; Wed, till 2:30
- More like a Town Coordinator - relatively weak town administrator.
- Email takes up large portion of time (> 1 hr/day), then actions directly caused by the emails. Has over 90 folders for Email. Receives Email from all three Selectmen for follow up and plans for next Select Board meeting.
- Meetings with Pam (secretary/admin to Selectmen)
- Projects, eg “civility in open meetings”, job descriptions, grant administration/application
- Webinars from MMA
- Town Hall staff meeting (alternate weeks)
- Webmaster
- Beginning move to LaserFiche record storage

Suggested changes:

- Can’t mandate change without a crisis!
 - Ideally, have a year’s agenda to plan for, but it’ll never happen.
 - Should be full-time!!
 - AND needs an admin assistant!!
 - Ideally, a stronger town admin/manager with power to negotiate contracts and (at least) first pass at budget. The only reason ours works is a great Finance Committee.
- Contracts are difficult to negotiate fairly with elected officials/department heads.

- Pro's and con's to a residency requirement - limits app pool, but increases commitment and shrinks feedback loop.
- Should have an HR/labor law person (not necessarily full-time)
- He feels IT contracting works okay. Bob is really the in-house contact. He's also the emergency notification admin.
- Thinks we should upgrade the town website to a better (more expensive) version
- Move towards appointed dept heads as retirements happen. If not appointed by Town Administrator, at least recommended by T.A. for vote by Select board.
- Maybe move from 3 to 5 Selectmen...