



Commonwealth of Massachusetts
Town of Wrentham
Board of Selectmen
79 South Street, Wrentham, MA 02093

TEL: (508) 384-5400
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February 29, 2012

Mr. Jerome McGovern
5 Luke Street
Wrentham, MA 02093

RE: Town Government Study Committee

Dear Jerry,

The Board of Selectmen is seeking volunteers to serve on a Town Government Study Committee which would examine the current government structure of the Town, investigate other Towns' form of government, and make recommendations for any changes.

The Board has asked that I inquire whether you would be willing to serve on such a committee. Attached is a draft charge to the committee.

The Selectmen will be discussing this Agenda item at their March 20, 2012 meeting. I would appreciate hearing from you whether you are willing to assist the Town by serving on this committee by March 13, 2012.

Thank you.

Sincerely,

William F. Ketcham
Town Administrator

/crt / Enclosure

012107

Charge to an Ad Hoc Town Government Study Committee

MOVED that Wrentham's Board of Selectmen (BOS) establish an ad hoc Town Government Study Committee (TGSC) of not less than five members for the purpose of evaluating the effectiveness of the Town's organizational structure and management systems and to report to the Selectmen before October 1, 2012 (at which time the TGSC will dissolve) with recommendations for further study and/or change.

Specifically the TGSC is charged by the BOS to:

- A. Study and review the efficacy of the town's current organizational structure;
- B. Evaluate the duties & functions of individuals, boards and committees with regard to segregation of duties, related duties and methods of inter-departmental communication and cooperation, statutory requirements that direct the organization of town activities, and other matters that may restrict the structure of the organization in meeting the citizens' need for services;
- C. Examine models of government in comparable towns;
- D. Study and evaluate management systems that are necessary for major administrative planning and internal control functions, including by not limited to: financial, human resources, and procurement;
- E. Study and evaluate management systems that are necessary for delivering governmental services, including but not limited to: public safety, public works, licensing and permitting, and human services; and,
- F. Prepare a final report of findings, conclusions, and recommendations of specific actions that the Town should take to ensure effective management systems and processes, and preparing for the increasing complexity of local government.