

# TOWN OF ANDOVER MEETING NOTICE

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TOWN CLERK'S OFFICE

2019 OCT -3 P 1:15

BOARD/COMMITTEE: TOWN GOVERNANCE STUDY COMMITTEE (TGSC)  
Date: Monday, October 7, 2019  
Time: 5:00PM  
Location: Town Offices, Third Floor, Select Board Conference Room

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## Meeting Purpose

This is the second meeting of the TGSC. The primary purpose of this meeting is to meet with Community Paradigm Associates, LLC (CPA) and discuss the committee's September 2019 – January 2020 milestones.

## Agenda

- 1) Approval of Minutes – 9/25/19 5:00pm
- 2) Town Emails 5:05pm
- 3) Town Counsel (Tom Urbelis) 5:10pm
  - a. Open Meeting Law
  - b. Conflict of Interest
- 4) CPA (Bernie Lynch and John Petrin) 5:20pm
  - a. Introduction
  - b. Resource
  - c. Guidance
- 5) Proposed Milestones – Four Phases 5:35pm
  - a. Identify Issues to Explore: Sept 2019 – Jan 2020
  - b. Explore/Study Issues: Jan 2020 – Oct 2020
  - c. Make Recommendations: Nov 2020 – Dec 2020
  - d. Advise Select Board/Town Meeting; Jan 2021 – Apr 2021

- 6) Clarify Phase 1 - Sept 2019 – Jan 2020 5:40pm
- a. Community Engagement/Fact Finding/Community Forums
  - b. Solicit Town Boards
  - c. Survey Residents
  - d. Speak to AHS students
  - e. Other Public Outreach
    - i. Town Businesses/Chamber/Rotary
    - ii. Elected Officials
    - iii. Merrimack College/Phillips Academy/GLRT High School
  - f. Subcommittees
    - i. Standard Information Gathering form
  - g. Decide Upon Issues and Sequence
  - h. Next steps

- 7) Housekeeping 6:20pm
- a. Next Meetings
  - b. Read Material

- 8) Next Meeting Date