

**Minutes of the Selectmen's Meeting of March 6, 2014**  
**School Administration Building - AD Makepeace Room 5:30pm**

Present: Vice-Chairman Jack Franey, Helen Marrone, Richard Ward, Sarah Hewins, Administrator Michael Milanoski and Michele Doll

Absent: Chairman Michael O'Donnell

Guest: Jeff Nutting

Vice Chairman called meeting to order at 5:44pm and led the audience in the Pledge of Allegiance.

**Introductions:**

Jeff Nutting: Municipal Facilitator

Per Town Administrator, Chairman O'Donnell recused himself from discussions due to potential conflict regarding continuing police union wage negotiations.

Prepared materials provided to members by facilitator:

Code of Conduct – A Team Oriented Job Description – You're Elected: Now What?

**Role of the Facilitator**

Create an atmosphere for open discussion and offer suggestions to help members work together for the better of the town and avoid personal conflicts.

**What do members hope to accomplish?**

What are the 3 most important jobs of the Selectman?

1<sup>st</sup> – Hire a CEO (achieved) – manage and communicate – set goals and evaluate

2<sup>nd</sup> – Set policy and strategic direction

3<sup>rd</sup> – Resolve problems – institute and follow a 'chain of command'

Staff – CEO – Board (do not micro-manage)

**Roles and responsibilities**

The Selectmen unanimously agreed they need to institute a Code of Conduct. A subcommittee to be formed and create a draft for discussion at next meeting. All members will make an effort to commit to the 'TEAM' and stand up for each other.

**Barriers to success:**

Things do not get accomplished without an established deadline, and these changes will take practice.

**Short and long term goals**

- Financial Management Policy, ongoing issue. Consolidate debt and restructure. New fiscal strategies. OPEB, policies in place and committee created. Fire Station has funding. Police Station, looking at 3 years. School, debate on cost.
- Governance Committee has been established to review existing by-laws.
- Public Safety, currently reviewing. Heroin issues, treatment and help for family members. Town is in need of FT Detective and Resource Officer and FT Building Inspector.

- Annual training to be provided for elected and appointed officials, and all employees in **September**: Ethics, Conflict of Interest and Public Records.
- Street Light Policy – Assessment of existing street lights. Consult with police and fire regarding public safety and necessity. Some lights may be deemed unnecessary and will be taken out of use. Add to agenda for **July**.
- Energy Policy – Lights in town buildings to be turned off at a scheduled hour and recycling to be enforced. Add to agenda for **September**.
- Review IT Audit which will be available end of March. Consolidating town and school. Add to agenda for **April**. Re-institute a Website Committee
- Green Community Act. More education, effects of Stretch Code on State Building Codes. Add to agenda for **June**.
- Executive Minutes Policy - Most recent three years of Executive Minutes to be reviewed, released and posted to website for Public Record. Going forward, Executive Minutes should be released upon resolution of subject matter. Collective bargaining and lawsuits will be a vote to release, not to approve.
- Town Administrator to select two departments for audits, annually.
- Create jobs and new business. Offer tax incentives for new businesses?
- Review possibility of giving CEO authority on certain operational tasks; such as signing warrants
- Following an election of new officials, allow time on 1<sup>st</sup> meeting agenda to review Code of Conduct

### **Next steps**

Mark this meeting as the 1<sup>st</sup> Annual Goal Setting Session

- Set goals and have a list.
- Set a tone for the community

Institute and sign a Code of Conduct by **May**

Institute annual and/or bi-annual reviews of policies.

Appoint individuals to implement policies