

SELECT BOARD
KATELYN DAMON, BOARD CHAIR
JANUARY BENNETT
INGRID GAITHER

TOWN CLERK / TREASURER
BENJAMIN SUMNER



ADMINISTRATIVE ASSISTANT
TO THE SELECT BOARD
JAMES FORTUNE

PUBLIC SAFETY COORDINATOR
SHARON MORRELL

Town Manager Transition Committee Meeting Minutes

Tuesday, May 20th, 11am

Attendance:

George Dickson, Chair
Heather Spurling, Secretary
Joe Connell, Garth Hallberg, Jim Kehoe, Ingrid Gaither, Committee Members

I. Call to Order: 11:05am by Chair George Dickson

II. Approval of Minutes: 11:06am

Garth moves to approve the minutes from May 5 Meeting. Joe Seconded. All in favor with a vote of 5-0

III. Review Action Items from Previous Meeting

a. MMA Access From Selectboard Member

Ingrid reported that after communicating with MMA, committee members should have access to MMA's "Personify" System. A selectboard member simply needs to make a request to add committee members for access.

Brittany in member services at MMA was able to facilitate Ingrid's inquiry.

At this point, Ingrid, Lauren, and George have access to all functions of the MMA site, including login credentials.

George inquired whether a selectperson was needed to contact MMA's legal team.

Ingrid replied that from her understanding after talking with 3 representatives at MMA, that isn't necessary. Now anyone who has been added to MMA's "internal database" can call MMA and ask questions or seek advice.

Action Item: George will pass on to Lauren this information, as Lauren was unable to attend.

Action Item: How can we download MMA's documents in their entirety, and how can they be shared?

b. List of Roles of Town Officials

Jim was unable to attend to report on the progress of this action item.

IV. New Business

a. Review a List of Municipalities to Interview

- i. A list was created in spreadsheet form that Committee members will be able to edit going forward.
- ii. Committee members were assigned to specific towns to contact and interview. Garth asked a clarifying question as to which personnel from given towns we should attempt to contact (i.e.- Selectboard chair, Town Manager, Assistant to Selectboard).
- iii. Questions were created to use as reference points for interviews with other towns. The committee attempted to create objective questions to ask, to avoid seeking out personal opinion. General discussion about whether interviews would become public knowledge. Committee agreed that we would communicate to those we interview that summaries of our conversations will become public record.

* Jim was able to join the meeting at 11:34am.

V. Review/Action Items

- a. George will communicate with Lauren to fill her in about newly gained access to MMA website.
- b. George will ask about documents found on MMA website, and whether they are able to be shared or downloaded.
- c. Joe will create an introductory statement for the committee to use when we begin interviewing officials from other municipalities.
- d. Jim will create a list of roles of town officials, along with names of current elected or appointed officials. (i.e., Animal Control Officer, Fire Chief, Harbormaster, etc.). An organizational chart generated by information from the town's annual report and the town website.
- e. Committee members will create tabs for notes about their towns, and will familiarize themselves with the spreadsheet in order to edit it in the future.

VI. Subsequent Meeting

Committee's upcoming meeting was scheduled for Tuesday, June 3rd at 11am.

VII. Adjournment: 12:04pm

Heather moved to adjourn, Joe seconded the motion. All in favor with a vote of 6-0 to adjourn.