

**BOARD OF SELECTMEN  
MINUTES  
September 21, 2009  
Fire Department Training Room**

**Members present:** Matt Castriotta, Chair  
Kristie Casey, Vice Chair  
Ernest Newcomb, Clerk

**Staff present:** Deb Roussel, Town Administrator

**Others present:** Jeff Nutting, Consultant

**Meeting commenced at 6:10 pm**

Mr. Nutting provided explanation of his background, twenty-three years in public service, which he believed provided greater understanding of how boards can work together; vision/goal approach. Look at how we work together, conflict management, improve quality of life – create a “game plan.”

Mr. Nutting distributed draft of “Role of the Board of Selectmen” and recommended distribution with agenda weekly, as self policing, if not interested in policy.

Communication an issue, as elected positions creates decentralized unit. Day to day management to be handled by paid administrative staff. Need organizational chart for clarity, to provide chain of command. Board members indicated awaiting DOR financial management plan for input.

Role of the Board examined. Mr. Nutting explained his belief that Board’s three top priorities is to hire good administrators, set goals annually and resolve issues that someone else can’t solve. Only deal with issues that staff is unable to address to satisfaction. Allows more time for bigger picture; leave little things behind for administrative staff to handle.

Reviewed list of priorities provided by each Board member and Town Administrator in preparation for this evening, in no particular order. Suggestion for material to be provided earlier to allow greater understanding at time action taken. Press releases to help increase public relations. Option to submit email for monthly newsletter. Chair runs the meeting. Commit, do something to educate yourself annually.

Mr. Nutting indicated most important to codify Town Administrative position. One way is job description; policy/strategize direction Board wants – relate to role TA plays.

Action Items Improving Public Relations. How – not enough to identify goal, what action and in what timeframe will it be accomplished?

1) Barre Cable – Kristy agreed to report in November.

2) Letter from Board of Selectmen to neighboring towns on investigating opportunities; or allow Town Administrators to meet and identify goals and report back in early November.

Main Street – 2020 committee. Reestablish or resign idea. Need formal plan, technical experience to create. Grant funding possible – MRPC; earmark from legislature; Deb agreed to contact MRPC.

Short Term Goals - Talk with Parks Commissioners regarding moving tennis courts; need to review deed for boundaries of Leonard Field and school property and any use restrictions. CPA funds available? Board to vote to send letter requesting assistance of Park/Rec. Put on agenda for meeting in three weeks (Oct. 10<sup>th</sup>)

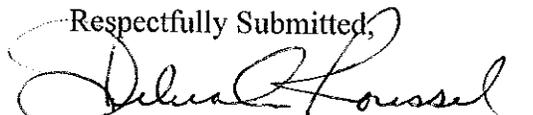
How are values set – educate people- timelines?

Personnel Board – update interim report by January; finalize 4/15/10 Kristie and Deb June 30<sup>th</sup> TA lead with Town Council. Budget meeting on capital plan; well run managed meeting. Fiscal policy – review. Continue practice. Send ltr. – November agenda.

Long Term Goals – next meeting.

Adjourned 8:20 p.m.

Respectfully Submitted,

  
Debra Roussel, Town Administrator

Approved: October 5, 2009.