

**BOARD OF SELECTMEN**  
**Working Session**  
**Minutes of July 13, 2011**

Chairman Laura Powers called the meeting to order at 4:35PM. Board members present in addition to Chairman Powers, were Martha Morrison, Dick Gandt, Eldon Goodhue and Ken Vogel. Of the Selectmen's staff, Town Administrator Virginia Wilder was in attendance. Meeting was taped.

Goals & Objectives: Chairman Powers opened the session stating the meeting was an annual review of the FY11 Goals and Objectives and to set the Board's Goals for FY12.

- A. Achieve more efficient and cost-effective Government
  - A. Develop a 5 year personnel succession plan and Continuity of Operations Plan
    - 1. Ms. Wilder conducted a survey of department heads to gather data on those individuals that might be retiring in 5 year and found there to be a significant number who are thinking of retiring. In addition, a Warrant Article was approved at Town Meeting to meet the financial impact of retirement pay-out benefits for FY12.
    - 2. The Board requested to change the language to read: "Have Department Heads identify training needed for new staff".
  - B. Develop a three to five year financial plan to address vital needs in the areas of
    - 1. Personnel
    - 2. Equipment – Chairman Powers asked if there was a master schedule and who is responsible for it, Ms. Wilder stated that yes there is a master schedule and the Principal Assessor is responsible for it and inserts data into the "model". Changed time frame to be DONE.
    - 3. Facilities – It was discussed and agreed that a Facilities Plan should be developed. Ms. Wilder will contact Larry Linqvist to request his expertise and advice in this field.
    - 4. Technology – Planning
      - a. IT-Financial, hardware/software/support-time frame changed to IN PROGRESS. Ms. Wilder reported on the advances accomplished to date in this area.
      - b. Cable & Web-Selectman Morrison reported that Cable Committee and Website Committee Chairman William Whiting would present a report to the Board July 18<sup>th</sup> which maps out the goals of the two committees.
  - C. Develop a plan to deal with budgeting one-time, non-recurring costs, such as retirements, sick time buy back, capital expenditures and training replacements, etc.
    - 1. Reported that a process is in place for one-time non-recurring costs
    - 2. Was accomplished through a Warrant Article and will continue to be funded for those that announce retirement
    - 3. Process put in place and will continue on an annual basis
  - D. Develop a vision of the future organizational structure of the Town.
    - 1. Selectmen discussed the formation of a committee to review and investigate how the Town could be run more efficiently.

**Warrants:** The Selectmen signed and approved FY12 warrants in the amount of **\$ 528,922.35**. The breakdown is as follows:

Warrant #FY12:	
03T	\$ 94,598.92
03School	\$ 19,700.93
04	\$ 414,622.50

At 6:30PM, Selectmen Gandt made a motion to adjourn and Selectman Morrison seconded the motion; so voted: 5-0.

Respectfully submitted,

Donna Rich, Secretary  
Selectmen's Office

*Approved as amended at the August 29, 2011 Board of Selectmen's meeting.*

Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Board constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Board as to the completeness or accuracy of such statements.
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