

Approved: October 12, 2021

Select Board Retreat: September 1, 2021

Present: Ulfelder, Olney, Sullivan Woods, Aufranc

Absent: Lanza

Also Present: Jop, Frigulietti, Lyle Kirtman

Warrants approved: none

Meeting Documents:

1. Agenda
2. Email from Tom Ulfelder dated August 26, 2021
3. PowerPoint from Lyle Kirtman

1. Call to Order

Mr. Ulfelder, Chair, called the meeting to order at 10:00 am .

2. Citizen Speak

None.

3. Discuss Future Management Systems (“FMS”) Training

Mr. Kirtman began day two of his Future Management Systems Training. Ms. Sullivan Woods noted that she would like to discuss the agenda and goals of the meeting. Ms. Sullivan Woods noted that Ms. Lanza was not present as she had concerns on the agenda.

Ms. Sullivan Woods left the meeting at 10:10 am.

Mr. Kirtman explained to the Board the different working styles of board members as he understood them and how those different styles may result in breakdowns between and among Board members. He explained the importance of consistency of board engagement with the staff and he recommended formalized descriptions on responsibilities as a liaison, member of a staff initiated working group, and establishing an on-boarding procedure for new Select Board members. Mr. Kirtman instructed the board on the importance of maintaining the hierarchy of authority and that the Board should limit communications to the Executive Director or Assistant Executive Director rather than reaching out directly to individual staff members.

The Board discussed retreats and approaches to goal setting. Mr. Kirtman discussed with the Board the various approaches to goal setting and instructed the Board to begin to prioritize, structure and delegate directives to the Executive Director, and to regularize its goal setting functions. Mr. Kirtman shared the Board’s current mission statement and asked how the Board is striving to meet this mission.

Mr. Kirtman facilitated a discussion on strategies to improve the Board’s ability to function and its decorum during interactions with each other. He suggested that the Board establish a code of conduct to identify standards to maintain civility, decorum, and professionalism. It was recommended to potentially hold three to four inter-board meetings annually, and to improve project or liaison updates. The Board discussed potential meeting structure including working to move to a biweekly schedule. A suggestion was to have one meeting a month as an administrative meeting, and the second meeting to have in depth discussions on pending matters.

Mr. Kirtman discussed strategic approaches to updates and suggested briefings as a means to update all board members rather than Ms. Jop meeting individually with members on a weekly basis. The Board discussed having a consistent list of projects or work plan items as part of the agenda to report.

Mr. Kirtman facilitated a discussion on establishing a Board work plan. The Board explained how the work plan has typically been created and assigned. Mr. Kirtman instructed that the Board should first identify the goal, then it should establish the mission of the goal and determine if a goal needs policy. Finally, the Board should determine how to operationalize the goal. Once all goals are identified, they must be prioritized.

Mr. Kirtman recommended that he now meet with Ms. Jop and Ms. Frigulietti to discuss strategies for the staff to employ and improve functional organization. Mr. Kirtman indicated he would call Ms. Sullivan Woods and Ms. Lanza to discuss next steps with the Board's training. The Board recommended meeting again in the next two weeks and for Mr. Kirtman to assist with the establishment of this year's goals and work plan.

The meeting was adjourned at 11:58 am

The next regular meeting is scheduled for September 13, 2021.