

AGENDA
HOOKSETT TOWN COUNCIL/COMMITTEE CHAIRS
BEST BOARDS WIN SEMINAR
SATURDAY, SEPTEMBER 17, 2011
8:30—12:00 Noon
HOOKSETT TOWN LIBRARY

- I. Welcome (15min)**
William Sirak, Hooksett Town Council Chair
 - A. Goals & Objectives for Town Council and Committee Chairs and members
 - B. Review of Morning format
 - C. Introduction of Presenters
 - D. Self-Introductions

- II. Basic Roles & Responsibilities as stated in Town Charter and State law**
Jay Hodes, Hooksett Legal Council (45min)

- III. Best Practice Panel Presentation and Discussion (65 min)**
Bill Herman, CPM Auburn Town Administrator & Jim Headd, Vice Chair Auburn Board of Selectmen, Steve Buckley, Bow Planning Board
 - A. “Enhancing the Governing Body’s Effectiveness”
 - B. “Six Reasons Why It’s Best to Work Through the Manager”

- IV. Hooksett Town Council & Committee Rules and Procedures (20min)**
Paul Loiselle, Past Hooksett Town Chair, Steve Buckley, Legal Council
 - A. Adopted rules and procedures
 - B. Riggins Rules
 - C. Parliamentary Procedures

- V. Town Council Relationships and with Town Committees and other legal Boards, i.e., Education, Sewer Commission, Police Commission etc. (10 min)**

- VI. Introduction of Self Evaluation Process (10 min)**
 - A. Town Council
 - B. Committees
 - C. Next steps for implementation of evaluation process with LGC

- VII. Identification, Recruitment, Educations and Retention of Community Leaders (5 min)**
 - A. Identification, recruitment and appointment of Committee members process
 - B. Identification, and recruitment of Town Council candidates

- VIII. Public Comments (15 min)**