

Town of North Stonington  
**Town Government Structure Committee**  
January 11, 2017  
Wheeler Library

**Attendance:** Nita Kincaid, Dan Smith, Bill Ricker, Dan Spring, Anne Nelson, Paul Simonds

**Absent:** Diana Urban

Approved Minutes of December 28, 2016, January 3, 2017 and January 4, 2017

**Reviewed position and composition:**

1. ED&P&Z = Combine positions? Zoning part separated? Job description?
2. Heart of role =POCD
3. Zoning enforcement officer (Few P&Z enjoy the ZEO portion –zoning enforcement issues)
4. If you separate the ZEO/part-time shared?
5. Potential conflicts of interest if shared with another town?
6. People leave routinely, need necessary salary for experience and keep the position filled.
7. Contracts for some positions while others are union, elected positions cannot be in union.

**Priorities:**

1. Planning, Financial, Administrative
2. Planning piece needs to move the POCD forward
3. Job description of Adm. Officer: Focus and define
4. Organizational chart: roles & responsibilities and under the auspices of dept/selectmen/adm officer, review and prepare copy for next meeting

**Survey:**

- Obtain all emails/have dept/board/commissions responsible for sending survey instrument to their people. Paper copies to be available to those who may have no email access. IT office to send remainder.
- Reviewed questions and introduction for survey
- Finalize survey and questions this weekend, send information to Nita Kincaid for final review
- Stipend for Joyce Stille for her assistance and thank you note
- Consider some positions as part-time or sharing options.
- Reviewed salaries of P&Z Depts via the SECOG survey of November 2015
- Survey monkey prep to be completed this weekend
- Inclusiveness, transparency
- Note from Shawn for introduction, print copy for those who do not have access via internet.

Meeting adjourned at 9:08 pm. Next meeting will be held on January 18, 2017, 7:30 pm at Wheeler Library.