

Town Government Structure Committee

Wheeler Library
November 30, 2016

Call to Order: Chair Paul Simonds

Attendance: Dan Smith, Nita Kincaid, Diana Urban, Paul Simonds, Dan Spring.

Absent: Bill Ricker

Focus of meeting was preparation for presentation to selectman's meeting on December 13. Discussed potential position in regards to what is lacking in capacity and a position that would assist in moving the town forward. Includes following:

- Roles and responsibilities
- Cognizant of Costs
- Funding available?
- Significant projects: need staffing to work closer together to accomplish common goals
- Professional Training
- Oversee communications

-Utilizing POCD for vision/goals: Is this the direction of the town?

1. What are we going to move forward on?
2. How does the budget present and meet these needs?

Juliet Leeming brought to the table the POCD and initiated a "Plan of Action" based on that document.

Position to include: Day to day activities, communications, town planner vs. town administrator.

- Results based on Accountability
- Execute the plan

Diagram and flow chart of town employees/committees/commissions/boards

1. Implementation committee to drive the POCD.
2. Requirements of position Master's degree in Business/HR/MPH combination
3. Develop job description/duties
4. Outsourcing and grants
5. Non-partisan, answers to BOS
6. BOS=makes policy decisions
7. Administrator-Implements policy with BOS and reports to town
8. P&Z and BOF- do not report to anyone
9. Job descriptions commissions/committees/employees.
10. Engaged and participation of above for goals of town.
11. Research into possibilities that maybe accomplished
12. Without charter limited and cloudy
13. Need to feel that town is moving forward

Paul Simonds will be presenting to BOS on Dec. 13 with support from members of the TGSC.

1. Are we on the right track? What is the town's goal and how does that involve the POCD?
2. Research completed indicates that towns use POCD as their plan/vision for their towns
3. Options: Outsource grant writer under supervision of BOS, job description crucial

4. Accepted/Integrated and Functional. Non-partisan. Define roles and responsibilities
5. Would this person hire/fire? Clarity from BOS
6. Define what HR role would be doing
7. Currently we do not have capacity to get it done
8. Cost of position
9. POCD for guide/plan of town, if not then what would be the town's guide, what are the needs and tasks that need to be completed to get them done
10. Input from BOS

Position: Administrator/Planner?

- Potential candidates: young professional with some experience and credentials needed for the position
- Details-specified document
- Communications

Presentation Meeting will be held on December 13, 7:00 pm at the BOS meeting. The TGSC will meet the following evening December 14 at 7:30 pm at Wheeler Library.

Respectfully Submitted,
Anne M Nelson