

Town Government Structure Committee

Wheeler Library
December 14, 2016

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

Absent: Diana Urban

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NORTH STONINGTON CT

Discussed adding the names of people on committee, Chairman on website. Information, picture and report on the TGSC. The presentation to the BOS on December 13 went very well. Mark Donahue was seeking also pros and cons of position. Minutes of November 30, 2016 meeting were approved.

Discussed the next meeting with the Board of Selectman and key points to consider:

1. Reviewed the CT Municipal Leaders Manual
2. Leadership of moving forward on POCD
3. Visual presentation with graphs (what drives what-illustrate)
4. Hand out diagram and flow chart
5. Investing in the town in order to make something happen
6. Funding options for position
7. For good talent need to pay accordingly
8. Get position approved BOF and P&Z need to be involved in process, the BOF is an oversight board, budget brought forth by BOS.
9. Fiscal stability of town, need to pay attention to the REVENUE side. A balanced budget is not a doorway to growth.
10. Need multiples of businesses such as Jovial Foods and Ghee factory to assist our budgetary need
11. The elements of town manager should be flexible, 3-5 years of experience.

The TGSC will present two more times to the BOS for updates and final presentation. The need for capacity of current and future staffing in order to move the POCD forward. Components of position to include Affordable housing, Planning, Budget Coordination, HR, Policy implementation and Action, Staff coordination. Apply themselves to the strategic plan, skills sets applied to plan.

Agreed to invite Joyce Stille from the Town of Bolton to further discuss her role as Administrative Officer. We will submit questions in advance, request job description and requirements.

Gaps in town hall. Job descriptions of people that are currently on staff and how system now works and deficits. Discussed options of gathering information with a survey, anonymous. Team building and input from players essential. Shaun can provide information and input on how town works at this point.

The next POCD meeting will be held on Wednesday, December 28, 2016, 7:30 pm at Wheeler Library. January meeting on January 4, 2017.

The next presentation to the BOS will be early February and final presentation in March. Final report will include research, recommendations based on criteria, job description and hierarchal chart.

Recommend the POCD committee to keep community involved. Conduct survey with town employees. Meeting adjourned at 9:00 pm

Respectfully Submitted, Anne Nelson