



MANCHESTER-BY-THE-SEA

BOARD OF SELECTMEN • TOWN HALL
Manchester-by-the-Sea, Massachusetts 01944-1399
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MINUTES OF THE BOARD OF SELECTMEN

July 12, 2019

7:40 a.m.

Seaside 1

MEMBERS PRESENT: Chairperson, Mr. Boling, Ms. Driscoll, Ms. Jaques, Mr. Steinert and Mr. Bodmer-Turner.

MEMBERS ABSENT:

STAFF PRESENT: Town Administrator, Mr. Federspiel,

GUESTS:

PRESS: Erika Brown

Mr. Boling called the BOS Workshop Meeting to order at 7:40 a.m. The workshop is designed as a more informal session to discuss process and priorities.

Selectmen Meetings/Process: A general discussion about ways to improve how Selectmen meetings are run took place. A number of suggestions were made including:

- 1) Introduce each topic with a summary of the issues, process to be followed and time allocated.
- 2) Provide copies of the agenda for meeting attendees as well as copies of pertinent handouts.
- 3) Limit audience comments to 2 minutes when there is a large number who want to speak; encourage people to stay on topic and not repeat what someone else has said.
- 4) Have speakers come to the podium; make sure the microphones and speakers are working properly.
- 5) Some public hearings should be held as stand alone meetings – dog hearings, others on a case by case basis depending on the level of controversy and expected attendance.
- 6) Make sure all materials are sent out on Thursday, latest Friday mornings, prior to a Monday Meeting.
- 7) Have Department Leaders attend in order to bring their expertise to bear on the discussions that take place at Selectmen's meetings.
- 8) If a hearing is continued make sure draft minutes of the previous meeting is available to the BOS and the public.
- 9) Continue to review administrative decisions that could be handled by staff instead of coming before the Selectmen; adopt new policies as necessary.

Selectmen priorities: Discussion next turned to the priorities the Board sees in the coming months. A general consensus emerged around the following:

- 1) Public Safety Leadership: With interim Chiefs in both the Police and Fire Departments, a high priority is making decisions on permanent appointments. A strategic vision of where the departments need to be in the next few years is needed as that will influence who should be appointed Chief. The goal is to undertake the hiring process this fall.
- 2) Communications and Citizen Engagement: A strategic plan and implementation steps are to be presented and finalized by this September.
- 3) Facility Planning: While on-going development of our capital plans are a constant, special emphasis is needed on the future plans for a DPW facility, Senior Center, and Town Hall upgrades.
- 4) Board and Committee work coordination: Now that the Master Plan is finalized it will be important that various committees and boards align their work plans with the numerous recommendations contained in the Master Plan. Tracking the work of departments and boards/committee is needed to ensure we are all working toward similar ends.
- 5) Union Negotiations: Contracts need to be renewed by next June thus negotiations will begin later this fall. Interest Based Bargaining may be worth pursuing as a framework for conducting the contract negotiations.

In addition to these top five priorities; other ongoing efforts were mentioned as well as being important to complete including:

- 1) Water Flow/Firefighting capability – pipe work, FIRE SOPs and apparatus updates.
- 2) 375th Anniversary Celebrations – committee work is off to a great start and will continue to need staff support in the coming months.
- 3) Administrative Staffing Support – moving forward with an expanded leadership team ensuring full accountability from all staff, responsiveness to constituents, and overall “quality control” in everything town government does.
- 4) Committee/Board training – complete new handbook, conduct training sessions in the fall.

On a motion by Becky Jaques, seconded by Jeffrey Bodmer-Turner and approved unanimously, the meeting adjourned at 9:45.