

## **Minutes Board of Selectmen Retreat**

January 9, 2106 9:00 a.m. @ The Publick House

Members Present: M. Blanchard, M. Dowling, P. Gimas, C. Moran, M. Suprenant

Also in attendance: L. Gaumond

M. Blanchard called the meeting to order at 9:00 a.m. with all members present.

### **Administrator Updates**

L. Gaumond provided the Selectmen with the following updates:

- 1) The pending departure of the Administrative Assistant in the Selectmen's office. L. Gaumond will be spending some time on this matter
- 2) 8 Brookfield Rd.
- 3) The Senior Center study process
- 4) The need for a Facilities person for the Town
- 5) Discover Worcester and the STA
- 6) Reforming the logging permit process
- 7) Sewer expansion feasibility

### **Discussion of Town Goals**

The Selectmen discussed a number of items that they wished to work on next year. They developed a list to be considered and voted on at their next Selectmen's meeting. They are:

- 1) Update/revise the Town's website
- 2) Organize and prepare a Policy Book for Selectmen's policies
- 3) Develop a New Selectmen Policy to assist new Selectmen as they are sworn in.
- 4) Develop an Exit Interview Policy
- 5) Develop a formal hiring process for the Town
- 6) Update the Procurement Officer Training
- 7) Work with the Senior Center study group on their work reviewing the Senior Center Feasibility Study
- 8) Develop a formal Facilities Department
- 9) Develop a policy on vehicle titles and insurance fleet schedule
- 10) Review Traffic Rules of Order and produce an update
- 11) Prepare a feasibility study for the DPW Building
- 12) Prepare a feasibility study for the Public Safety Complex
- 13) Develop a strategic plan to address building issues named in the various Town Building reports.
- 14) Develop a permit/license book which describes steps necessary to acquire each permit and license.

## **Reminders**

L. Gaumond provided some updates to the Selectmen. He reminded them of their responsibility to sign the warrants every week, not to announce their vacation schedules at televised Selectmen's meetings and the need to be prepared for Selectmen's meetings. The Board asked the Town Administrator to scan the Information Packet every week and to send it with his agenda memo before the Selectmen's meeting.

Motion to adjourn by M. Dowling, Seconded by Ms. Gimas. All in favor.

Minutes prepared by L. Gaumond