

**MINUTES
BOARD OF SELECTMEN WORKSHOP
JUNE 20, 2016 AT 6:30PM
TOWN HALL, ROOM 2**

Discuss Board of Selectmen Policies and Procedures

Ms. Provencher called the meeting to order at 6:00pm.

The purpose of the meeting was to refresh the Board on policies and procedures and make sure everyone is on the same page. Mr. Mizikar noted when the Board moves to electronic packets a policy will need to be developed as equipment will be given out and each member will have laptops during the meeting so there is a need to ensure Open Meeting Law is not violated.

Mr. Mizikar discussed the role of the Town Administrator and the Board and reminded the Board, according to the policy manual, the Board is to channel all issues through the Town Administrator. Mr. Mizikar encouraged the Board to walk around the building and talk with staff. Mr. Belanger stated the Board should try and refrain from getting involved in the day to day operations of the Town and micromanaging Kevin. Mr. Buckley suggested the Board review the agenda and packet and discuss any issue with Kevin in advance of the meeting so as to not drop a bomb at the meeting.

Mr. Mizikar discussed Board ethics and recognizing that a Board member can seemingly never separate themselves from their title in the eyes of the public. Mr. Buckley noted the public has a difficult time separating you as a resident from your position.

Mr. Belanger stated more and more Boards of Selectmen and School Committees are at war around us and if anyone has a problem it should be discussed before the meeting and people should act like grownups.

Mr. Belanger noted if there is an issue that arises contact Kevin and let him work directly with his department head so it doesn't build expectations from the Board or take away the Town Administrator's authority. Staff have to know if they have an issue that the Town Administrator is running the show. The Board has been doing well with this in the past 10-15 years and Mr. Belanger would like it to stay this way.

Mr. Mizikar noted the Board always reorganizes after elections.

Mr. Belanger stated serving on the Board has been a positive experience and is smoother since Mr. Mizikar came on Board. Mr. Belanger feels the Board functions very well together for the benefit of the Town.

A motion to adjourn was made by Mr. Brooks and seconded by Mr. Shivick at 6:19pm. The motion carried unanimously.