

Select Board Orientation & Retreat
Tuesday, July 16, 2019
3:00pm - 6:00pm Skyline Farm

A business meeting of the Board will follow at the conclusion of the workshop to address only Accounts Payable for FY19 and FY20; it will take place at the same location.

Primary Objectives

- Review organizational structure and Code of Conduct
- Determine the fiscal-year goals of Board members and Town Manager.
- Determine best forms of communication between Board, the Town Manager, public, and staff.
- Discuss Board workload expectations and delegations to Town Manager and town committees.

The Comprehensive Plan will continue to be the foundation for the development of the Board's annual work plan(s).

AGENDA

3:00-3:15pm

1. Welcome and introduction from Board Chair and Rosemary Roy, Town Manager

3:15-3:45pm

2. Rules and Responsibilities Review/Board Development - (Town Manager to lead)
 - a. Organizational Chart
 - b. Charter, Select Board Bylaws & significant policy documents
 - c. Code of Conduct
 - d. Workshop and Meeting Agenda Policy
 - e. Public Hearings vs. Public Forums
 - f. Review Maine's "Right to Know" law: Public information/records and executive sessions
 - g. Other Resources - MMA Elected Officials Manual, Robert's Rules of Order, etc.
 - h. General Communication Protocols - Be as creative as possible to reach a consensus on items, particularly those which have the potential of being controversial within the town.

3:45-4:15pm

3. Committee Charges and Expectations - (Chairman to lead)
 - a. Necessity/purpose of Committees - Review the status and need for all town committees, looking at a possible combination of various committees and their goals. This would also require a strategic plan of sorts for all committees as to why we need them and what they do to help the town.
 - b. Town Committee Policy Review
 - c. Committee Reporting
 - Include/use more committee information into the Select Board and management of the town to provide a cohesive, integrated approach to the needs and solutions of the town.
 - Follow-up on EDSC plans and motivations so as to create the most positive aspects of town development (Economic Strategic Plan 2017, specifically in the "Village Center," and determine what that best usage should be and make it happen.

4:15-4:30pm- Break

4:30-6:00pm

4. Select Board and Manager Goals for FY 2020 (Town Manager to lead)

Goals already discussed/suggested.

- a. Do we investigate becoming a Town Council-Manager form of government?
- b. Financial and budgeting goals for FY21 budget
 - Town Manager to provide a monthly budget summary to the Board.
- c. Tax Assessing needs - Do we need to change to a 3-year appointment? The Board should provide support to the tax structure and assessing services to maximize income potential, updating of files, and providing fairness to all taxpayers, including personal property tax; personal property solution.
- d. Does NY need a police officer?
- e. Town Facilities Master Plan Review / Where is this project now?
- f. WH&CC - Opening and operations
 - Create a strategic plan for usage, development, and best methods so as to create minimal losses and best opportunity for community use.
- g. Brainstorming New Ideas "Out of the Box"

5:30-6:00pm - Dinner (purposely incorporated into goal section of agenda)

6:00-6:30pm or immediately following the conclusion of retreat - Business Meeting

**Select Board Meeting Agenda
Tuesday, July 16, 2019
Skyline Farm**

I. Call to Order

II. Old Business

- Wescustogo Hall & Community Center Project
 - Change Order - Pickleball Lines CO#28

III. Accounts Payable

- Review & Approval
 - FYE 19
 - FYE 20

IV. Adjournment