

Select Board
Thursday October 10, 2019
6:00 PM

Members Present: George Morrill, Charles Yon, Eric Johnson, Paul DeRensis, Jeff Waldron

Staff Present: David Williams, Diane Moores, Sharon McPherson

Executive Session

Chairman Morrill call the meeting to order and made motion to adjourn to Executive Session at 6 pm to return to Open Session at 7 pm for matters pertaining to: 1) strategy sessions in preparation for negotiations with nonunion personnel or to conduct contract negotiations with nonunion personnel - Fire Chief; and 2) strategy with respect to threatened potential litigation - Library.

Return to Open Session

Reading of the Agenda

Mr. Williams read the agenda. Selectman DeRensis requested the Sustainability Coordinator discussion be moved to #2 on the agenda in deference to the State Representatives and guests from Holliston. Under Consideration of Appointments, a) should read: Elderly & Disabled Taxation not Agricultural Commission.

Motion : Move to approve the Agenda as amended.

Moved: Paul DeRensis

Second: Charles Yon

Approved: 5 - 0 - 0

Brief explanation of Executive Session, announce votes - there were no votes taken in Executive Session.

Public Comment - none

Consent Agenda

Consideration of Payroll Warrant

Next Meeting: 10/24, 11/7, 11/21, 12/5, and 12/19/19

Minutes: 8/15/19

Motion : Move to approve the Consent Agenda.

Moved: Charles Yon

Second: Jeffrey Waldron

Approved: 5 - 0 - 0

Update on Proposed Memorial at Farm Pond

While Ms. Cassell was not able to attend the meeting due to illness, the contractors for the project updated the Board on the plans for the Memorial. There are two trees that need to be removed to allow for the walkway and patio to be built which requires

Select board Member Eric Johnson left the meeting.

permission from the Board. Members of the Farm Pond Advisory Committee stated they were in support of the project, including the tree removal. There were questions about the status of the private funding of the project with the Board requesting documentation that the project be fully funded before any work is begun, with the exception of the tree removal.

Motion : Move to approve tree removal at Farm Pond as presented and the Memorial Plan subject to proof that there are sufficient funds to complete the project without any financial support from the Town.

Moved: Paul DeRensis

Second: Charles Yon

Approved: 4 - 0 - 0

Consideration of Appointments

Elderly and Disabled Taxation - Doug Brodie for a term to expire June 15, 2022

Disability Advisory Committee - Carol DeSouza for a term to expire June 15, 2022

Farm Pond Advisory Committee - Pat Cassell and Jackie Martin for terms to expire June 15, 2022

Motion : Move to approve the appointments as listed.

Moved: Paul DeRensis

Second: Charles Yon

Approved: 4 - 0 - 0

Update on Governance Articles Voted at 2019 ATM

The Town Government Task Force II (GTFII) presented the findings and recommendations of their work since last year's ATM:

- *Setting Goals* - the GTFII believes that the Select Board should be more proactive in setting, publishing, and updating strategic goals for the government of the Town to align Town Departments in the pursuit of those goals, offer benchmarks against which progress may be measured, and allow for more reasoned allocation of resources in implementation of those goals. Additionally, the Select Board should require (or encourage where the Select Board lacks direct authority) other Town Departments, Boards, and Committees to do the same.
- *Mentor Volunteer Committees* - the GTFII urged the Select Board, as the largest appointing authority of committees, to mentor and establish by example a system of common expectations for all volunteer committees: 1) compile information packets for members including Open Meetings, Conflict of Interest, Social Media guidelines, how to post meetings, etc.; 2) edit and distribute all committee charges to be parallel in construction and as specific as possible (also publish on Town web site for public education); 3) each committee should set annual goal(s), forward them to the Select Board, and report status at end of year; 4) each committee should meet at least three times during the fiscal year; and 5) each committee should prepare a report for the Annual Town Report. Additionally, the TGFT suggested that volunteer committees be grouped by general area of concern and divided by five with each Board member "adopting" a group or groups

to advise where needed, reinforce common expectations, review annual report, and attend a meeting.

- *Continuously Improving Sherborn* - the GFTII recommended the Select Board leverage its unique position to establish a culture of continuous improvement by: 1) encourage town hall departments to share areas they feel they could improve and make it a regular agenda topic at Select Board and internal town hall staff meetings; 2) formally list those areas of opportunity and prioritize them to focus collaboratively on problems with the highest impact and highest ease of implementation; and 3) work on the opportunities by gathering small, temporary team to brainstorm solutions and plan on how to act on those solutions.
- *Town Hall Office Hours* - the GFTII urged the Select Board to put Town Hall office hours on their priority list with the goal of enabling greater efficiency within Town Hall and contribute to resident service satisfaction. Instead of adding more paid hours or employees, existing staff schedules can be adjusted to cover more hours (instead of two people working 8 am - noon, have one work 8 am - noon and the other from noon - 4 pm or 11 am - 3 pm).
- *Implementing Use of Credit Cards* - the GFTII encouraged the implementation of accepting credit cards as payment via the UniBank portal while passing along any service fees or charges to the payee/user.

Consideration of Draft Sustainability Coordinator Job Description

Since the last Select Board meeting, the Town Administrator has worked with a small group to develop a draft job description for the Sustainability Coordinator. After discussion, the Select Board agreed with the all parts of the job description except the reporting responsibility. Several members suggested the position should report to the Town Administrator under the general supervision of the Energy Committee (instead of the reverse).

Members of the Holliston Board of Selectmen were in attendance to discuss a shared Sustainability Coordinator position as funded by the State budget. State Representatives of both Sherborn and Holliston were also present and shared their concern that if Sherborn and Holliston didn't act quickly the funding in the State budget would expire. The funds from the State can be used by Sherborn and Holliston even if they hire different Coordinators with an agreement between the towns as to how the funds would be split. The Holliston Selectmen will put this item on their next agenda. Members of the Select Board discussed attending that meeting to get this issue resolved before the funding expires.

Motion : Move to approve the Sustainability Coordinator Job Description with change indicated as to who the Coordinator reports and including any changes from the Personnel Board.

Moved: Jeffery Waldron

Second: Paul DeRensis

Approved: 4 - 0 - 0 (Selectman Johnson no longer present at meeting)

Routine Business

Finance Director Report - Ms. MacPherson has been working with the Advisory Committee to develop their budget guidance for FY21. Advisory plans to send the

guidance letter to all budget makers by the end of October after review by the Select Board. Advisory will be on the Agenda for the October 24th Select Board meeting.

Town Administrator Report - Red Pine Forest, Bow Hunting in Rocky Narrows is in effect on weekdays through December 31, 2019. There are vacancies on the following Town Committees - Cable TV Advisory, Energy, Elderly and Disabled Taxation, and MWRTA Representative and Town Personnel Committee. The newly hired COA Director will attend the next Select Board meeting.

Select Board Reports - Selectman Waldron announced that the Library has updated the FAQ page on their website and will announce the update on Next-door Sherborn.

The following documents from the meeting may be viewed in the Select Board's Office.

Agenda

TA Payroll

Draft Minutes of 08/15/19

Farm Pond Memorial Info

Appointment List

Sustainability Coordinator Draft Job Description

Memo from Energy Committee regarding Sustainability Job Description

Motion to adjourn at 9:05 pm.

Submitted by: Amy Davis

Approved: October 24, 2019