

Succession Planning Committee

Meeting Minutes

Tuesday, July 22, 2020, 6:30

Virtual Meeting via Zoom

The Meeting was called to order at 6:33.

Members present: Dan Hagan, Chair, Bernie Gigliotti, John Kiker, David Lahm, Parker Lord, Steven Mattson, Claire Sauer, and Susan Tyler. Mac Godley and David Tiffany were absent due to technical problems with Zoom access.

Sauer made the motion, seconded by Lahm, to approve the July 7, 2020 Meeting Minutes. The motion passed unanimously.

Gigliotti made the motion, seconded by Tyler, to approve the 2020 Committee Meeting Schedule. The motion passed unanimously.

At 6:40, Sauer made the motion, seconded by Lahm, to enter into Executive Session to discuss personnel issues. The motion passed unanimously. At 6:55, Hagan declared the Committee in open session. No action was taken while in Executive Session.

Hagan discussed a strategy to achieve the goals of the Committee. There is a short time frame to complete our work and lots of work to accomplish. Based on those constraints, he proposed forming two Working Groups: one to investigate and report on alternate forms of Town staffing and Town governance and a second group to develop conceptual succession plans for two priority positions: Treasurer and Building Inspector. These plans will be used as a model for other positions in Town government. General discussion with clarifying questions and answers followed. Hagan made the following assignments: to the Town Staffing and Governance Working Group: Kiker, Lahm, Sauer, and Tiffany; to the Succession Plans Working Group: Gigliotti, Godley, Lord, and Tyler. Hagan and Mattson will support both groups and coordinate any crossover tasks.

Both Working Groups will start on their assignment as soon as possible. Future Committee meetings would consist primarily of each Working Group updating the full Committee and receiving comments and suggestions for follow-on activities.

The next meeting will be Wednesday, August 5, at 6:30 P.M.

Hagan declared the meeting adjourned at 7:34.

Respectfully submitted,

Dan Hagan
Chairman