

# Succession Planning Committee

## Meeting Minutes

Wednesday, August 19, 2020, 6:30

Virtual Meeting via Zoom

The Meeting was called to order at 6:32.

Members present: Dan Hagan, Chair, Bernie Gigliotti, Mac Godley, John Kiker, David Lahm, Parker Lord, Steven Mattson, Claire Sauer, David Tiffany, and Susan Tyler.

Sauer made the motion, seconded by Lahm, to approve the July 22, 2020, Meeting Minutes as amended. The edit was to correct the heading - changing the day from Tuesday to Wednesday. The motion passed unanimously.

The Town Staffing and Town Governance Working Group reported to the full Committee. Kiker said he will be meeting with town leaders from Preston and Clinton. Clinton changed from a Selectman/Town Meeting government to a Town Manager/Town Council. Preston rejected a similar change. Tiffany reported that of the 169 towns in CT, types of government breaks down as follows: 106 – Selectman/Town Meeting, 32 Major/Town Council, 29 Town Manager/Town Council, and 2 Selectman/Town Council. Mattson noted that another breakdown among towns is charter verses non-charter. Questions were asked about how Town Hall staffing would be impacted with each type of governance and the costs associated with changing form of governance. Lahm noted that the next Committee meeting is September 2 and the group may not have enough information by then to report. Hagan asked the group to make progress so we can avoid a two week delay and that will work with Kiker and cancel the meeting if necessary.

The Succession Plans Working Group reported to the full Committee. Gigliotti and Parker reviewed the draft job descriptions for the Building Official and Town Treasurer. Hagan noted that job descriptions are “as is” descriptions rather than what a future state could be. He noted that Tyler and others have started to develop possible future changes to each job description for the Committee to review at future meetings.

The Committee conducted a round table discussion. Some comments included:

1. Positions being elected verses appointment
2. The need for additional information regarding types of town governance for towns similar to Lyme.

3. The need for more information on charter towns: which towns? what is in the charter? pros and cons to charter towns.
4. The timeline for the Committee to complete its charge.

The next meeting will be Wednesday, September 2, 2020, at 6:30 P.M.

No new business was identified.

Sauer made the motion, seconded by Tiffany, to adjourn the Meeting. The motion passed unanimously.

Hagan declared the meeting adjourned at 7:35.

Respectfully submitted,

Dan Hagan  
Chairman