

Meeting Notes

20/20 Modernization Sub-committee

Time and date: 7:30 AM, Tuesday, February 1, 2011

Location: Town Hall Room 101

Attendees:

Sub-Committee Members: Susan Hager, Brian Stenson, Jim Blendell, John Clarkson, Terri Egan, Pam Robbins

Elected Officials and Town staff: Josh Cansler, Mike Cohen, Erik Deyoe, Sam Messina, Suzanne Traylor, Jeanette Whitbeck (volunteer to 2010 Implementation Committee)

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1. **Review of 2020 work plan** and how Modernization Subcommittee's work intersects that of other subcommittees.
 - a. Terri Egan discussed the presentation of the work plan at the Town Board meeting on January 26th. It was stressed that this is not a priority schedule, but rather an assessment process with options 2020 wants the Town Board to review. The Town Board should provide feedback regarding anything they feel is missing from the work plan or if a new issue comes up that they would like 2020 to review. The goal of 2020 is to provide outside thinking.

Terri suggested we go back to the town Board once each calendar quarter to provide updates. Town Board members will be put on the mailing list and notices of meetings will be posted on the Town website.

2. **Updates on workgroups:**

- DPW and Highway Department. The sub-committee met with Josh Cansler and Gregg Sagendorff and requested information (which was provided at this meeting). The PowerPoint entitled *Highway Department/DPW Service Consolidation, Strategic Planning Concept* needs to be updated. The committee is cautiously optimistic regarding the September timeframe for completing their review.
- Elected/Appointed Officials and Terms of Office. John Clarkson discussed some of the data he has collected from around the State regarding information available on various elected officials. For example, 647 town supervisors have a 2-year term, 279 have a 4-year term, with a small number having an appointed town manager. For Highway superintendents: 59 are appointed, 873 are elected. Data on town clerks indicate that 403 have two year terms, 518 have 4 year terms. In addition, 577 town clerks serve as tax collectors or receivers.

It was acknowledged that independently elected department heads make it difficult in any local government environment to combine services due to the "loss" of an elected position and the existence of cultural differences between departments, even though individual office holders and their departments may be doing their jobs well.

John agreed to prepare a draft report on the data he collected by Sunday, February 6 for sub-committee members to review.

- Financial Management and Capital Plan. The sub-committee met on January 31 with discussion focusing on workload seasonality issues, functionality of departments, and the lack of robust systems of internal controls.

Other financial issues discussed included the DPW billing system, each Town Department doing their own procurement, customer satisfaction and the need for Departments to ensure quality customer service, and the need for strategic plans for each Department.

3. **Next Meeting:** The next full meeting of the sub-committee is scheduled for Wednesday, April 6 at 7:30 AM in Room 101 of Town Hall.