

Meeting Notes

20/20 Modernization Sub-committee

Time and Date: 7:30 AM, Monday, February 28, 2011

Location: Town Hall, Room 101

Attendees: **Sub-committee Members:** James Blendell, John Clarkson, Kevin Crawford, Terri Egan, Susan Hager, George Leveille, Pam Robbins, Brian Stenson
Elected Officials, Town staff, Volunteers: Sam Messina, Mary Tremblay-Glassman, Jeanette Whitbeck

1. **Approval of February 1 meeting minutes:** Minutes were reviewed and approved.
2. **Review of draft paper: 21st Century Town Governance and Management Structure:** The paper had been revised by John Clarkson and circulated for comment by committee members. Further reorganization of the material and additional edits were suggested including framing possible reforms as options and emphasizing that reforms were not intended as criticisms of individuals currently in affected positions. In addition, a “draft” watermark along with the words “not for circulation” should be on each page. It was recommended that the objective of determining “What is the right governance model for Bethlehem?” should be prominently emphasized. The Committee unanimously approved moving the draft forward for consideration by the full 20/20 implementation Committee at their next meeting, subject to the revisions discussed

Next steps:

- Any suggested changes to the draft by committee members should be to John Clarkson and Susan Hager by the morning of March 4.
 - The revised draft will go out for comment by the full workgroup by March 7.
 - A “final” draft will go to the full 20/20 Committee by March 21 for review. The next full meeting of the 20/20 Committee is scheduled for March 31.
 - Terri and Susan will contact and try to meet with the Town Clerk, Town Receiver of Taxes and Highway Superintendent to discuss the draft paper and its purpose and invite their input and questions.
3. **Other workgroup updates:**
 - **Highway Department and DPW.** The Power Point presentation was circulated to workgroup members. The packet of materials received from Josh Cansler was photocopied and distributed by Pam. Still awaiting requested materials from Greg Sagendorph.
 - **Financial Management.** Brian developed a series of questions to use as a starting point with Department heads. A meeting with the Tax Receiver and her staff was held on February 23, and a follow-up meeting will be scheduled. The Town Clerk indicated that

she did not think a meeting was necessary and followed-up with written answers to the questions distributed. A meeting with the Highway Superintendent and his staff is scheduled for Wednesday, March 2. Brian requested and received from the Director of IT extensive data on receipt of monies by the Town.

4. **Next Meeting:** The next meeting of the Modernization Committee will be held Wednesday, April 6, 2011, 7:30 – 9:00 AM in Room 101 of Town Hall. With no other business the meeting was adjourned at 8:50 AM.