

**Select Board Committee-Review Process of Volunteer Appointments to Boards and Committees
Meeting Minutes**

Meeting Date: Tuesday, March 14, 2023

Members in Attendance: Erin Bradley, Co- Chair; Roxanne Musto, Co-Chair; Nicholas Milano, Town Administrator (Zoom) and Lynne DeNapoli, Ex. Administrative Assistant to the Select Board

Guests: Susan Galvin, Town Clerk, Gayle Neville, Assistant Town Clerk and Attorney Kevin Freytag (Zoom)

Meeting Location: Cronin Conference Room, Town Hall and Zoom

Time Meeting Called to order: 1:08PM

Time Meeting Adjourned: 2:35PM

Call to Order:

Ms. Bradley and Ms. Musto called the meeting to order at 1:08PM

Approval of Meeting Minutes

Ms. Bradley moved to approve the meeting minutes dated February 9, 2023. The motion was seconded by Ms. Musto. The Co-Chairs voted all in favor to approve the meeting minutes.

Review Outstanding Boards and Committees

a. Boards and Committee Meeting Minutes and Agendas

b. Boards and Committee charges

Ms. Bradley and Ms. Musto will create an outline/summary of the active and archived Boards and Committees to present to the full Select Board.

Mr. Milano has reached out to the Board and Committee Chairs with regard to meeting minute requirements as well as updating committee charges.

IT Update-Website

Mr. Milano provided an update on the status of the website upgrades. The Town is working with the team from Civic Plus on the design, content and transition. A generic layout has been provided to the Town.

Discuss/Approval Volunteer application forms/guide

Ms. Musto created a template guide for appointed Volunteers, Volunteer Application and Committee List. Initial feedback from Ms. Bradley, Ms. Galvin and Attorney Freytag was positive.

Mr. Milano left the meeting at 1:45PM.

Discuss/Approval committee handbook

Ms. Musto created a revised Committee Handbook, using Ms. Bradley's notes as a reference template. The Co-Chairs, Ms. Galvin, Ms. Neville and Attorney Freytag reviewed the handbook and began making revisions.

Ms. Musto and Ms. Bradley encouraged Ms. Galvin and Attorney Freytag to read through both the volunteer guide and handbook again share their comments/feedback at the next meeting. Ms. Musto did note that she asked Mr. Milano to share the drafts with Mr. Hiss, the Town Moderator.

Attorney Freytag left the meeting at 2:15PM.

New Business

No new business

Future Meeting dates

Ms. Bradley and Ms. Musto scheduled their next meeting for Tuesday, March 21st at 11:30AM in an available conference room at Town Hall.

Adjourn

Ms. Bradley moved to adjourn at 2:35PM. The motion was seconded by Ms. Musto. The members voted all in favor to adjourn.

Respectfully submitted by Lynne DeNapoli, Ex. Administrative Assistant to the Select Board.

Documents

Draft- Guide for Appointed Volunteers, Volunteer Application and Committee List
Draft-Handbook for Appointed Committees