

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

Meeting Minutes

Meeting Date: Thursday, January 19, 2023

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

Meeting Location: Cronin Conference Room, Town Hall

Time Meeting Called to order: 10:03AM

Time Meeting Adjourned: 12:41pm

Call to Order:

Ms. Bradley and Ms. Musto called the meeting to order at 10:03AM

Approval of Meeting Minutes

Ms. Bradley moved to approve the meeting minutes dated August 9, 2022 and October 13, 2022. The motion was seconded by Ms. Musto. The Co-Chairs voted all in favor to approve the meeting minutes.

Review Current Boards and Committees- consolidation, archive, retain

Ms. Bradley, Ms. Musto and Mr. Milano reviewed the master list of Boards and Committees and made changes regarding their classification status. The review is not yet complete. There are several Boards Committees that need further review before their status can be changed.

IT Discussion - Website/Updates for Boards and Committees

Ms. Bradley and Ms. Musto suggested that they take the agenda out of order and discuss IT updates.

Mr. Milano noted that the Town of Milton has been awarded a grant from Civic Plus to re-design the Town's website. All information that is currently available on-line will be transferred when the upgrades begin.

The Co-Chairs and Mr. Milano agreed that it would be beneficial to make changes to the Boards and Committees prior to the upgrade/transfer. The website will be user -friendly and easy to navigate.

Discuss application and review process for committee positions

Ms. Musto and Ms. Bradley agreed to defer this discussion to a future meeting.

Discuss/Approval - Policy and Procedure Handbook

Ms. Bradley and Ms. Musto reviewed the draft of the Policy and Procedure Handbook. The handbook will serve as a guide for Board and Committee Members. Board and Committee Members will be required to sign/acknowledge that they have reviewed the Handbook. The Handbook will be available on the Town's website.

Together, Ms. Bradley and Ms. Musto made edits to the draft of the Handbook; their goal is to be clear and concise. The Co-Chairs suggested that feedback from Ms. Galvin, the Town Clerk, and Mr. Hiss, the Town Moderator would be beneficial. Additional changes to follow.

Mr. Milano left the meeting at 12PM. He will share his suggestions/comments via e-mail with Ms. Bradley.

Draft next meeting agenda

Ms. Bradley and Ms. Musto drafted the agenda for the upcoming meeting on Thursday, February 2, 2023.

Future Meeting dates

Ms. Bradley and Ms. Musto scheduled their next meeting for Thursday, February 2, 2023 at 10AM in the Cronin Conference Room. The Chairs will extend an invitation to Ms. Galvin, the Town Clerk, Ms. Neville, the Assistant Town Clerk and Mr. Hiss, the Town Moderator.

Adjourn

Ms. Bradley moved to adjourn at 12:41PM. 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.