

Town of Huntington — Selectboard Meeting / Annual Retreat

*Received for Record*

*June 30, 2014*

*[Signature]*  
Town Clerk

Saturday, May 31, 2014—8:00 am to Noon

1335 East Street, Huntington VT

APPROVED MINUTES

<b>Agenda</b>	<ul style="list-style-type: none"> <li>• Wake-up &amp; Reflections on data</li> <li>• Breakout sessions: identify top priorities &amp; items not to be done in FY 14-15</li> <li>• Group presentations &amp; alignment</li> <li>• Next steps: ownership &amp; timeline</li> <li>• Reflection</li> </ul>
<b>Selectboard members present:</b>	Jim Christiansen (Chair), Dori Barton (Vice-Chair), Doug Graver, Roman Livak, Nancy Stoddard
<b>Staff/Officials present</b>	Barbara Elliott (Town Administrator)
<b>Others present</b>	none
<b>Call to order</b>	Jim Christiansen called the meeting to order at 8:10am. Nancy Stoddard facilitated the session.
<b>Purpose</b>	To align as a board around the top priorities so that we can put our efforts toward what the Town of Huntington needs most from us (the Selectboard)
<b>Anticipated Retreat Products</b>	<ul style="list-style-type: none"> <li>• A list of priorities</li> <li>• Identification of what we won't do this year</li> <li>• Owners of priorities</li> <li>• Increased understanding &amp; support for work to be accomplished</li> <li>• Goals for the Town Administrator and for the Selectboard</li> </ul>
<b>Wake-up &amp; Reflection</b>	<p>Groups were asked to think about &amp; share:</p> <ol style="list-style-type: none"> <li>1. What do you see as shifting as a result of this retreat: in yourself; in the Selectboard; in the Town?</li> <li>2. What do you need to pay attention to in yourself today that will allow this shift to occur?</li> </ol> <p>Reflections on data:</p> <ol style="list-style-type: none"> <li>1. What things can we do? What things can we not do?</li> <li>2. 1<sup>st</sup> look at priorities with the assumption we have unlimited resources</li> <li>3. Pick the top 10-25 items and put into prioritized order</li> <li>4. Later: examine what is / what is not do-able given our current resources</li> </ol> <p>Comments regarding what people hope to come out of the retreat:</p> <ul style="list-style-type: none"> <li>• Remain open to the process</li> <li>• More efficient processes</li> <li>• More focus for staff</li> <li>• Clearer priorities so that we can communicate to others and they will know where the Selectboard is coming from and what to expect from us</li> <li>• Clearer alignment of priorities, positions and goals</li> <li>• Better understanding of where we spend our time</li> <li>• Improved relationships between the Selectboard and other groups</li> <li>• Better communication</li> <li>• Improve active listening vs trying to 'steer' others to what is perceived as the best course of action</li> </ul>

<p><b>Next Steps</b></p> <p>Follow up: Elliott to update spreadsheet with priorities, categories &amp; separate out based on delegated party</p> <p>Follow up: Elliott to incorporate Mandatory items in SB Annual Calendar</p> <p>Follow up: Alger &amp; Elliott to report back on what priorities are do-able</p> <p>Follow up: Elliott to follow up with Committees &amp; request feedback on what priorities are do-able for them to tackle</p> <p>Follow up: SB to identify ROAR</p> <p>Follow up: SB to look at current year priorities</p> <p>Follow up: Livak to recommend meeting length &amp; frequency</p>	<p><b>Spreadsheet next steps:</b> Elliott is to update the spreadsheet of Work Priorities with the notes from the meeting and organize the items into the following 4 categories:</p> <ol style="list-style-type: none"> <li>1. MANDATORY: Items that are mandatory and should be on the Annual Work Calendar       <ol style="list-style-type: none"> <li>a. Elliott to confirm these are incorporated in the calendar</li> </ol> </li> <li>2. DELEGATE: Items that the Selectboard would like to delegate to a Committee or staff       <ol style="list-style-type: none"> <li>a. Elliott to separate items out for Alger, Elliott, and specific standing or ad-hoc committees</li> <li>b. Staff is asked to report back on what is do-able</li> <li>c. Committees will be asked to come back with their own ranking of priorities and what they think is do-able – and it would also be good if they submitted what the additional priorities are that they have identified themselves</li> <li>d. Still need to identify what the expectations are around ROAR: Responsibility, Ownership, Authority, Reporting</li> </ol> </li> <li>3. SELECTBOARD PRIORITY FOR THIS YEAR: Items for FY 2014-2015       <ol style="list-style-type: none"> <li>a. Look at what goes to a committee vs staff vs the full Selectboard</li> <li>b. Will then need to look at what is do-able</li> <li>c. Need to rank priorities and establish timelines</li> </ol> </li> <li>4. NOT A CURRENT PRIORITY</li> </ol> <p><b>HR Committee: Nancy volunteered to head up the HR Sub-Committee</b></p> <ul style="list-style-type: none"> <li>• Items will be looked at as part of a 2-year plan: what is needed for the upcoming budget season; what can be band-aided or lived with as is for now; what items have to be done now versus what can be deferred to next year</li> <li>• Note: Evaluations will fall out of the priority setting process</li> </ul> <p><b>Fundamental Agreements</b></p> <ul style="list-style-type: none"> <li>• People treat each other with respect and civility</li> <li>• It's okay if we don't all agree</li> <li>• It's helpful that people don't disparage decisions after the fact even when they have not been in agreement on the decision at the meeting</li> </ul> <p><b>Fundamental but unresolved issues</b></p> <ul style="list-style-type: none"> <li>• Different desires/expectations regarding what should be delegated to staff or a sub-committee versus having the full Selectboard involved in the details of any given issue/task       <ul style="list-style-type: none"> <li>○ Delegation can lead to missed opportunities</li> <li>○ "The devil is in the details"</li> </ul> </li> <li>• Try to limit the meetings to 2 hours</li> <li>• Selectboard meeting schedule: some prefer more frequent meetings and stricter limits on the length of individual meetings       <ul style="list-style-type: none"> <li>○ Livak will bring a specific recommendation/proposal to the Selectboard for addressing the length and frequency of meetings</li> </ul> </li> </ul>
<p><b>Reflections</b></p>	<p>Selectboard members shared the following thoughts in reflecting on the meeting:</p> <ul style="list-style-type: none"> <li>• Resulted in a greater appreciation for the amount of work that we do accomplish with the resources that we have</li> <li>• Cautions that we not try to do too much, as there is an unreasonable amount of possible projects/work for both Selectboard members &amp; staff to do</li> <li>• There are a lot of items that simply can't 'slide' or be pushed out</li> </ul>

	<ul style="list-style-type: none"> <li>• Hopes to have good job descriptions and evaluations come out of the HR priorities</li> <li>• The process facilitated a greater understanding of where individual Selectboard members are coming from</li> <li>• The process resulted in a shift in thinking about the need for systems and processes (including things like total compensation reporting or having an annual emergency management refresher)</li> </ul>
<b>Adjournment – MOTION</b>	Livak moved and Graver seconded to adjourn the meeting at 12:20pm. Passed unanimously.
	05/31/14 – Meeting date 06/06/14 – Preliminary draft minutes to Selectboard / Clerk, Treasurer & Auditors 06/16/14 – Final minutes approved by Selectboard 06/26/14 – Approved minutes sent to Town Clerk