



SELECTBOARD ESSENTIALS
WORKSHOP SERIES

SELECTBOARD 101

AUGUST 19, 2015

AGENDA

- Welcome and Introductions
- What you should know about your town
- Making decisions
- Conduct of meetings
- Selectboard resources
- Regulatory authority
- Administrative authority
- Emergency management and preparedness
- Municipal finance responsibilities
- Strategic direction, planning and coordination
- Public relations

WHAT YOU SHOULD KNOW ABOUT YOUR TOWN

- Latest town budget – and the budget process in your town
- Bylaws – both general and zoning (or charter if your town has one)
- List w/ phone numbers of town employees and other key town officials
- Organizational Chart
- Written procedures for the Board, if you have them
- Any select board policies – beyond general bylaws
- Annual town report



MAKING DECISIONS

- Open Meeting Law, Conflict of Interest Law, use of Executive Session
- Minutes, audio/video recording
- Public decision-making – a different way of working
- Working with your board/team - sharing the workload
- Any select board policies – beyond general bylaws
- Get the facts first
- Use the knowledge of your town administrator and other department heads

CONDUCT OF MEETINGS

- Know the definition of a meeting in the OML
- Role of chair
- Hearings within a meeting
- Correspondence – don't read every piece of mail in a meeting!
- Minutes



SELECTBOARD RESOURCES

- Websites,
- Publications
- Agencies & organizations



REGULATORY AUTHORITY

- Stipulated by MGL or local charter
- Limited to actions taken by the board as a whole
- Signature authority, warrants, granting licenses & permits, contracts
- Hearing Authority –explain difference between hearing and meeting
- Role of Town Counsel



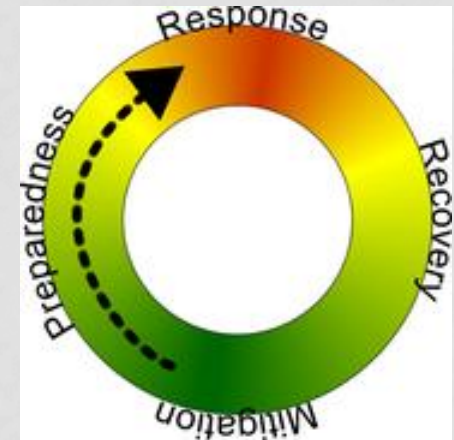
ADMINISTRATIVE AUTHORITY

- Appointments, hiring/firing, performance evaluation
- Personnel policies
- Procurement
- Insurance and liability
- Managing all town property



EMERGENCY MANAGEMENT AND PREPAREDNESS

- EMD and public safety team
- Working with MEMA to prepare plans – COOP, CEMP, etc.
- Exercise those plans
- Declaring a state of emergency
- Keep in mind potential sources of reimbursement of emergency costs and requirements to tap into that money



FEMA

MUNICIPAL FINANCE RESPONSIBILITIES

- Budget Planning Calendar – see handout
- Wendell Financial Policies and Procedures
- Capital planning
- Working with the FinCom, Assessors, Accountant, Treasurer, department heads, schools, etc., to produce a balanced budget
- Sources of revenue – property taxes, state aid, local receipts, free cash, stabilization funds, grants
- Financial Management Review and technical assistance from DOR DLS



STRATEGIC DIRECTION, PLANNING AND COORDINATION

- Set policy and strategic direction for the Town
- Create an Action Agenda
- Coordinate activities among other boards and committees
- All board and committees meeting
- Hear appeals and resolve problems not settled at lower levels



PUBLIC RELATIONS; WORKING WITH THE MEDIA

- Media relations
- Personal relations with public

