

## **DRAFT**

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

#### **Meeting Minutes**

Meeting Date: Thursday, February 9, 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

Guests: Susan Galvin, Town Clerk and Gayle Neville, Assistant Town Clerk

Time Meeting Called to order: 10:05AM

Time Meeting Adjourned: 11:28AM

#### **Call to Order:**

Ms. Bradley and Ms. Musto called the meeting to order at 10:05AM

#### **Approval of Meeting Minutes**

Ms. Bradley moved to approve the meeting minutes dated January 19, 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. Board and Committee Meeting Minutes**

Ms. Bradley, Ms. Musto and Mr. Milano reviewed the outstanding list of Boards and Committees and made changes regarding their classification status. Mr. Milano has reached out to Board and Committee Chairs regarding meeting minutes. The Co-Chairs and Mr. Milano agreed that the list is in good shape.

#### **Discuss/Approval - Policy and Procedure Handbook**

Ms. Bradley and Ms. Musto provide Ms. Galvin and Ms. Neville with an overview of the draft of the Policy and Procedure handbook. The handbook will serve as a guide for Board and Committee Members. All Board and Committee members will be required to sign/acknowledge that they have reviewed the Handbook. A copy of the handbook will be made available on-line. Ms. Galvin, the Town Clerk applauded the Committee's hard work on creating the handbook and noted that it will be extremely beneficial. Ms. Galvin offered Ms. Bradley and Ms. Musto a few suggestions.

The Co-Chairs noted that they would like Mr. Hiss to review the draft of their handbook and offer his commentary.

Ms. Musto shared a Q&A guide from the Town of Canton's website that she thought Milton could emulate. A quick resource guide to use with the Handbook.

Ms. Bradley suggested that she step back from working on this initiative. She does not feel that a compromise between her and Ms. Musto can be reached.

#### **Discuss application forms**

This matter has been deferred.

**New Business:**

Mr. Milano noted that the Select Board placed a notice in the Milton Times to solicit volunteers for Boards and Committees. Mr. Milano will also post on Social Media. Various Town Departments have been meeting with representatives from Civic Plus to design the Town's new website.

The Co-Chairs, Mr. Milano, Ms. Galvin and Ms. Neville discussed ideas and made suggestions on how to improve the Town's website.

**Draft next meeting agenda**

A draft agenda has not been prepared.

**Future Meeting dates**

A future meeting has not yet been scheduled.

**Adjourn**

Ms. Bradley moved to adjourn at 11:28M. 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.