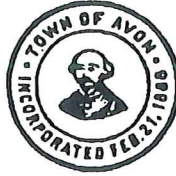


BOARD OF SELECTMEN
Steven P. Rose, Chairman
Eric S. Beckerman, Clerk
Jason L. Suzor, Associate

Gregory S. Enos
TOWN ADMINISTRATOR

Town of Avon Massachusetts



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TOWN OF AVON
2021 NOV -8 A 11: 59
TOWN CLERK

BOARD OF SELECTMEN WORKSHOP MEETING OCTOBER 27, 2021 at 6:00 p.m.

Members Present: Steven P. Rose, Chairman
Eric S. Beckerman, Clerk
Jason L. Suzor, Associate

Others Present: Gregory S. Enos, Town Administrator
Shanna M. Faro, Executive Assistant
John Petrin, Community Paradigm Associates, LLC

Chairman Rose called the meeting to order at 6:00 p.m. with all members present. He stated that the objective of tonight's Workshop Meeting is to discuss issues, strategies, and solutions related to the communication of the department. Chairman Rose introduced John Petrin, a senior associate of Community Paradigm Associates, Inc., and a retired Town Administrator with more than 30 years of municipal service experience to help with the implementation of these strategies.

Mr. Petrin recommended that the Board develop a good system for communication. Mr. Petrin stated that the system should include details on the flow of information and how that is communicated to the Board. Mr. Petrin suggested the Town Administrator draft a "Task List" that will help prioritize items. The "Task List" should be consistently maintained with a status update of each subject matter and reviewed by the Board on a continual basis. Mr. Petrin stated the Board may want to meet once or twice a month to review the "Task List". These meetings should be brief, approximately an hour or less. Mr. Petrin recommended that everything be placed on the "Task List", listed by priority, whose responsibility it is to complete the task, and with a tentative due date. Mr. Petrin stated that if an item does not get completed, it is important to have those conversations with the Board as to why the matter has been stalled to improve the lines of communication.

Mr. Petrin recommended that the Board set firm deadline dates for other items such as monthly reports drafted by the Department Heads and meeting agendas. Mr. Petrin stated that by setting due dates, all parties must acknowledge that if they did not meet that date, there will be consequences for not meeting the deadline. For example, a department head's item may not be placed on the agenda for the week's meeting. However, setting the deadline will allow the Town Administrator and Executive Assistant adequate time to distribute the materials to the Board to review for the upcoming meeting. Mr. Petrin stated that the Board may want to consider a "Consent Agenda" for standard, routine agenda items that can be easily voted on without many questions or concerns.

Mr. Petrin also recommend that the Board draft and develop a Strategic Plan for larger projects that is also maintained and reviewed on a continual basis.

Chairman Rose thanked Mr. Petrin for sharing his strategies and recommendations to the Board. He recommended future Workshop Meetings to discuss this matter further and begin the implementation of some of these strategies.

Adjournment

Mr. Beckerman made a motion to adjourn the Workshop Meeting at 8:15 p.m. Mr. Suzor seconded the motion. A roll call vote was held. Mr. Suzor voted aye. Mr. Beckerman voted aye. Chairman Rose voted aye. The motion carried.

Respectfully submitted,



Shanna M. Faro
Executive Assistant