

BILLERICA SELECT BOARD MINUTES
WORK SESSION MEETING
Monday, February 7, 2022 @ 7PM
Hybrid Meeting in Thomas Conway, Jr. Hearing Room

In attendance: Chairman Dan Burns, Vice Chairman Andrew Deslaurier, Selectwoman Kim Conway, Selectman Mike Rosa, Selectman John Burrows, Town Manager John Curran, Asst. Town Manager Clancy Main

1. OPEN MICROPHONE

Kelly Sardina asks about COVID money and where it is being spent? Selectman Rosa asks for a point of order..... the ARPA money is not on this agenda tonight. Ms. Sardina wants to know how much money the town actually received. Chairman Burns says the community will be involved when they have the session.

2. Schedule work session meeting. Chairman Burns would like to schedule this before a Select Board meeting. Mr. Curran says he could be ready for the February 14 meeting. Selectman Rosa says the purpose of a work session is to do a deep dive into issues. He's not sure if it should be before a select board meeting.....too much to pack in, in his opinion. He personally thinks it should be scheduled at 7PM so the public can participate. Secretary Rosa makes a motion the Select Board set the March 7 meeting as an ARPA money funding work session meeting at 7PM. Seconded by Vice Chair Deslaurier. Selectman Rosa-AYE, Selectwoman Conway-AYE, Vice Chair Deslaurier-AYE, Chairman Burns-AYE. Selectman Burrows not available.

Roll call vote (4-0-1)

3. Town Manager and Select Board Communication and Interaction planning session. Chairman Burns comments about things to be discussed with Town Manager Curran. 1. Town Managers procedures and how that will shake out. Selectman Rosa agrees with this. It makes the meeting go smoother. Selectwoman Conway thinks it's common sense. Vice Chair Deslaurier says it should be Select Board procedures. He would like this to be a policy that the board is required to do this. Chairman Burns agrees. Selectman Rosa thinks it should be put in the policies that the Town Manager meets with the board. Selectman Rosa asks if this we would be creating a specific document? Chairman Burns says the chair will work with the town manager to work one on one. In Selectman Rosa's opinion what is in the policy book now is much better than this one.

Chairman Burns agrees this is already addressed. What is in their policy now has greater detail.

If there is an item that needs research before it goes on the agenda, that research needs to be done. The chairman will determine when it will go on. It will be placed on a future agenda when ready. Vice Chair Deslaurier says that's just agenda management. Selectman Rosa says that's more of a board policy than town manager. Selectman Rosa goes on at great length asking how this will be presented. Chairman Burns says this is what we need to discuss. Selectman Rosa thinks there needs to be specificity. Selectwoman Conway wants to change the wording....the chairman will work with the town manager..... Vice Chair Deslaurier says maybe the process could be simplified.

2. Town Manager will create a calendar to meet with the Select Board on a regular basis. Selectwoman Conway doesn't agree with this at all. She would rather deal with it individually. She doesn't want anyone to direct the town manager. "No individual can direct the town manager" is what she would like it to say. Selectman Rosa says in some respects its creating a problem before there is one. Town Manager Curran says its helpful if he has a heads up. Sometimes a few months pass and it would be helpful to have had a meeting (talk) on atleast a quarterly basis. It could be a quarterly update on goals. Vice Chair Deslaurier says the spirit of this is to make the meetings less intense. Chairman Burns says if the board feels as though there is already an open door policy that's fine – we can take this off. Selectman Rosa said the Town Manager can reach out to any board member if he feels its needed. It is the boards opinion things are fine.

3. To insure public concerns are addressed. Chairman Burns is looking for the boards go ahead. He is looking for a way to deescalate a speaker. Selectwoman Conway says anyone can get on an agenda if they have an issue. Should there be an Ombudsman Committee? No....

4. Create a HR Dept. Everyone agrees.

1. Select Board considerations....who/when do items go on the agenda. Chairman Burns states - It's the Chairmans job to decide with the purpose of managing the agenda better. Selectman Rosa says this is a direct duplication of what we are going to expand upon. He would strike this out. Selectwoman Conway says she looks at the chair to balance the items. Mr. Curran offers his opinion that it would be good if the chair had discretion to a different venue. Mr. Curran thinks the chair should have the option to have the town manager investigate. He thinks the chair should control the tempo of the meeting.

2. Schedule regular work session. Make greater use of work sessions-atleast quarterly. Focus on a particular topic. Selectman Rosa says work sessions should be on an as needed basis. He thinks it should say at a minimum quarterly. He thinks it should be as an as needed basis. Work sessions (goals and objectives) should be held quarterly. Vice Chair Deslaurier thinks you need a standing work session that is untitled would bear more fruit. Selectman Rosa thinks goals and objectives should be its own separate thing. Chairman Burns says both items win. Mr. Curran adds the need for the type of update could change depending on the time of year. The first meeting could be just an update but second, third and fourth might need more time.

3. Utilize chair with respect to agenda process and maintenance of order at meetings. Chairman Burns thinks it was easier to get carried away during zoom meetings vs in person meetings. Selectwoman Conway wants to thank Chair and Town Manager for putting this together. Selectman Rosa asks if Chair is looking for board members to add on this? What is the next step? Chairman Burns is looking to where wording has to be inserted/deleted. This is a living document. Selectman Rosa thinks this is just framework. He thinks we need to create policies for the town manager. Chairman Burns says Selectman Rosa is misunderstanding this. The Chair says it will have to be figured out and put into Select Board procedures. At the end of the day there will be policies going into the book. Selectman Burrows wants Selectwoman Conways policies added on to this. Selectman Burrows supports Town Manager Curran. He and Mr. Curran had a very positive meeting last week. Mr. Curran thanks the board for this process. He has seen progress in the board.

MEETING SCHEDULE

February 14 and 28 with a March 7, 2022 work session.

Secretary Rosa makes a motion to adjourn. Selectman Burrows-AYE, Selectman Rosa-AYE, Selectwoman Conway-AYE, Vice Chair Deslaurier-AYE, Chairman Burns-AYE

Roll call vote (5-0)

Approved: April 4, 2022