

Succession Planning Committee

Meeting Minutes

Tuesday, July 7, 2020, 6:30

Virtual Meeting via Zoom

The Meeting was called to order at 6:30.

Members present: Dan Hagan, Chair, Bernie Gigliotti, Mac Godley, John Kiker, David Lahm, Parker Lord, Steven Mattson, Claire Sauer, David Tiffany, and Susan Tyler.

Each Committee member briefly introduced themselves to the Committee.

A Round Table discussion was held on the Committee's Mission/Charge, milestones (actions), and tentative timelines. Topics introduced included job descriptions, employee handbook, training & certifications, volunteerism, priority positions for succession planning, and options for town governance within Connecticut. Mattson agreed to provide the Committee with demographic information on Town employees and staffing & salary information on other Connecticut municipalities.

Hagan asked about future meetings. Group consensus was bi-weekly meetings on the 1st and 3rd Wednesday of each month. The members also agreed that meetings would be held either on Zoom or in the Meeting Room in the Town Hall. Meeting agendas indicating extensive discussions would be best held in person. Hagan agreed to publish a Meeting Schedule for the rest of 2020.

The next meeting will be Wednesday, July 22, at 6:30 P.M.

The meeting was declared adjourned at 7:30.

Respectfully submitted,

Dan Hagan
Chairman