

# Succession Planning Committee

## Meeting Minutes

Wednesday, September 16, 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.

Sauer made a motion, seconded by Lahm, to approve the September 2, 2020, Meeting Minutes. The motion passed unanimously.

Each member of the Town Staffing and Town Governance Working Group reported to the full Committee on what they have learned during their investigation. Following, each member of the Succession Planning Committee presented their ideas and thoughts about Town governance. Kiker and Lahm then reviewed the Governance Model Comparison Table and Governance Model Cost Comparison (both attached). Committee discussions followed.

Tiffany made a motion, seconded by Lahm, to eliminate Option #2 “Town Council/Town Manager” on the Governance Model Comparison Table. Tiffany, Lahm, and Gigliotti voted in favor. Godley, Lord, Mattson, Sauer, and Tyler voted against. The motion was defeated 6-3. Town Council/Town Manager will stay as a viable governance option.

Kiker made a motion, seconded by Tyler, to eliminate Option #1 “Selectman/Town Meeting” on the Governance Model Comparison Table. Godley, Lord, Mattson, Sauer, and Tyler voted for the motion. Tiffany, Lahm, and Gigliotti voted against. The motion passed 6-3. “Selectman/Town Meeting” is eliminated as a viable governance option.

Mattson made a motion, seconded by Godley, to eliminate option 4 “Selectman/Town Meeting with expanded number of selectmen.” Gigliotti, Godley, Kiker, Lahm, Lord, Mattson, Sauer, Tiffany, and Susan Tyler voted in favor of the motion. The motion passed 9-0. “Selectman/Town Meeting with expanded number of selectmen” is eliminated as a viable governance option.

Hagan asked the Town Staffing and Town Governance Working Group to continue investigating on the remaining two options: “Town Council/Town Manager” and “Selectman/Town Meeting with staff additions.”

Hagan polled members regarding attendance at the next scheduled meeting on October 7, 2020. Two members were unable to attend. The October 7 meeting will be cancelled. The next meeting will be October 21. All members reported being able to attend on that date

Hagan polled the Committee regarding attending the meeting in-person in the Town Hall. Each member said they were OK with in-person meetings. The next meeting will be Wednesday, October 21, 2020, at 6:30 P.M., in the Town Hall.

Lahm made the motion, seconded by Tiffany, to adjourn the Meeting. The motion passed unanimously.

Hagan declared the meeting adjourned at 8:07

Respectfully submitted,

Dan Hagan  
Chairman

**DRAFT - Governance Model Comparison - DRAFT**

Issue	OPTION 1	OPTION 2	OPTION 3	OPTION 4
	Selectman/Town Meeting	Town Council/Town Manager	Selectman/Town Meeting variations	
			With staff additions	With expanded # of Selectmen

**Town Character:**

Main contact for residents	First Selectman	Town Manager	First Selectman	First Selectman
CEO/COP designee	First Selectman	Town Manager	First Selectman	First Selectman
Ease of implementation	Done - no change	Budget increase & Charter process	Budget increase	Budget increase & Charter process
POCD adherence	Yes	Requires buy-in	Yes	Requires buy-in

**Town Leadership:**

Voter selection	3 Selectmen - every 2 years	Larger council (term, number and stagger are options)/ Town Manager by contract	3 Selectmen - every 2 years	Larger board (term, number, and stagger are options)
Ability to change if needed	None - within term	Council - none within term/ Town Manager under contract terms	None - within term/ staff as required	None - within term
Longevity/continuity	Subject to change - loss of knowledge	Town Manager provides longer term knowledge	Less subject to change	Subject to change - loss of knowledge
Skill set availability	Primarily reliant on 1 person's skill set - 2 other selectmen may supplement	Greater number of council members with new expertise/ Town Manager unlimited	Enhanced (if additions fill required roles based on Selectman's need)	Enhanced (dependent upon role definition)
Ability to train future leadership	Limited to 2 potentially	Reduced importance/ staggered council terms allow for more training	Limited to 2 potentially	Greater number adds potential
Candidate supply	Limited	Limited	Limited	Limited

**Town Finances:**

Wages/benefits - see Attachment A for full details	\$130,581	\$176,726	\$224,752 - assumes 1 FT + 1 PT employee	\$140,581 - assumes 5 selectmen
Office space & support	None	None	New hires	None
Budget and plan development	First Selectman	Town Manager	First Selectman (with help)	First Selectman

**Town Risks:**

Primary	Selectman does not possess requisite skill set or commitment	Change from history - voter acceptance	Selectman does not possess requisite skill set or commitment	Selectman does not possess requisite skill set or commitment
Secondary		Town Manager "revolving door"	Mismatch of expertise and needs	Change from history - voter acceptance/positions not contributing
		Budget impact & Charter process	Budget impact	Budget impact & Charter process

**Governance Model Cost Comparison**

	Option 1	Option 2	Option 3	Option 4
	<u>Selectman/Town Meeting Model</u>	<u>Town Council/Town Manager Model</u>	<u>Selectman/Town Meeting Model With staff additions **</u>	<u>Selectman/Town Meeting Model With expanded # of Selectmen ***</u>
First Selectman Salary *	80,000	130,000	80,000	80,000
First Selectman Expenses	1,680	-	1,680	1,680
Second Selectman Stipend *	5,000	-	5,000	5,000
Third Selectman Stipend *	5,000	-	5,000	5,000
Additional Staff **	-	-	60,000	-
Additional Selectmen ***	-	-	-	10,000
Total Wages	<u>91,680</u>	<u>130,000</u>	<u>151,680</u>	<u>101,680</u>
Pension Contribution (8%)	6,400	10,400	9,600	6,400
Health Insurance ****	<u>26,381</u>	<u>26,381</u>	<u>52,762</u>	<u>26,381</u>
Total Benefits	32,781	36,781	62,362	32,781
FICA (7.65%)	<u>6,120</u>	<u>9,945</u>	<u>10,710</u>	<u>6,120</u>
Total Cost to Town	130,581	176,726	224,752	140,581
Difference from current	-	46,145	94,171	10,000

\* Salary target adopted by BOF (in 2018/19 dollars)  
 \*\* Assumes 1 FTE (\$40K + benefits) and 1 part-time (\$20k + no benefits)  
 \*\*\* Assume 5 Selectmen  
 \*\*\*\* Assumes Employee/spouse coverage (in 2020/21 costs)