

Readfield Select Board Goals Setting Session
Friday, October 9, 2015; 8:00 am to 4:00 pm
Kent's Hill Methodist Church

Meeting Summary:

The Select Board of Readfield met in a workshop to develop one to five year goals for the town and Selectboard. Five members of the public were present as observers at various times during the meeting. Present and participating in the workshop were members of the Board Bourgoine, Curtis, Dunham, Pomerleau and Sammons as well as Town Manager Dyer.

The Board agreed to bring to the Board meeting for a vote the following goals:

1. Design, undertake and complete a process to find a widely supported, legally sound solution to the governance issues created with the change to a secret ballot. The process will include citizens with different points of view plus assistance from appropriate professionals and it will work to build a solution acceptable to a large majority of the community.
 - a. Complete in FY 16; Flag carriers: Bruce and Val
2. Readfield has the data and information that it needs to understand town issues and make decisions. Data is well explained, easily accessible, transparent and clearly organized. Timeframes and responsibilities are clear. Communication among Board members and with the Manager is open and effective, providing all Board members with the same information.
 - a. Set in place in FY 16, ongoing; Flag carriers: Bruce and Chris
3. The town manager has the continued, unanimous support from the Board. There are clear, agreed on goals and objectives for the manager and clear expectations. There is an understanding on the mutual expectations of the Board and Manager and all has been accomplished with the manager's input.
 - a. Established in FY 16 and ongoing; Flag carrier: Val
4. The Readfield Road Plan continues to outline and support the town's road needs.
 - a. Reviewed annually and ongoing; Flag carriers: Tom and Chris
5. Financial goal: the town's services reflect the needs and capacities of the public and the Board has developed an equation to find the balance.
 - a. Established in FY 16 and ongoing; Flag carriers: Bruce and Al
6. Readfield has a GIS system that collects and overlays all relevant information about the town to help with setting policy and making decisions. The GIS system is helping the community to identify issues and craft solutions.
 - a. Gather information in FY16, start up FY 18; flag carriers: Eric, Al & Val

7. Good Broad Band internet service is available town wide and most of the town is hooked up. The service is supporting business, people working at home, telemedicine and other opportunities for Readfield.
 - a. FY 17 do background work, FY19 up and running; flag carrier: Eric
8. Use of newer technology has reduced cost and made the town's data better organized and more accessible. The town has a valid, flexible technology plan.
 - a. FY 16 develop the plan, FY 17 execute the plan and continue to update it; Flag carriers: Al & Chris
9. Readfield is welcoming to local business, facilitating town processes and providing REF founding and education.
 - a. FY 17 develop a plan, FY 18 execute the plan and then ongoing; flag carriers: Chris & Tom
10. The town has an energy plan and has developed energy sources which are reliable, stable and, hopefully, less costly.
 - a. FY 17 do a current cost analysis in; FY18 do one easy step in; FY 19 consider larger options in and ongoing; Flag carriers: Bruce & Eric

(See the additional, horizontal sheet for a chart of the goals and the time line.)

In addition the Board agreed to the following next steps:

Next Steps

Notes	Pam	11/13
Communicate to the Community via the “messenger” and other ways such as the packet; everyone open to input	Eric	Well before the meeting
First reading of the goals	Val, Tom, Eric	10/19
Vote on the goals	Val, Tom, Eric	11/2
Printed sheets on goals to hand out on election day	Eric	
TY local channel	Eric	

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Meeting Notes:

Meeting purpose: to develop one to five year goals for the town and Selectboard

Desired outcomes:

- A list of goals that the Selectboard would like to accomplish by the end of the fiscal year with time frame and point person for each goal
- A list of next steps

Agenda:

8:00 AM	Meeting introduction:
8:20	What are goals and how can they be helpful?
8:30	Review last year's goals: What has been accomplished and what still remains to be done? What do you want to keep on the list for this year?
9:00	What are the key things that you want to see accomplished by the Town and the Selectboard by 7/1/16 and by 7/1/20?
10:00	BREAK
10:15	Continue work on Goals
12:00	Lunch
12:30	Looking at the prioritized list, which are the highest priority and which have the majority support of the Board? How many goals are appropriate and feasible? What should the final list be?
2:00	Break
2:15	Who will be the point person for each of the goals? And what is the timeframe for doing the work and completing the goal?
2:45	When you look at the full list of goals with their time frames and point people: Is anything missing? Is it a reasonable, realistic time frame and work load? Is there anything you would take out or add?
3:15	Wrap up
3:30	Adjourn

Ground Rules:

- Be respectful
- Make sure everyone has a chance to speak
- Take time to listen
- Begin and end on time
- No belittling language
- Speak to issues, do not speculate on other's motivations
- Don't talk over each other

List of FY 15 goals (abbreviated) with notes from the group in italics

- Select Board and Town manager communication and trust: executive session every 6 weeks
- Holding mill rate down *reflect values of community and capacity*
- Public discussion on the secret ballot at town meeting *need to relook at the whole process of secret ballot*
- Improve timing and Select Board time to understand the budget: *In place and will continue; still need to do a spread sheet*
- Managing union issues *learning to work with a unionized work force*
- Town manager accountability/ time management
- Library report *on hold*
- Town manager evaluation
- Long term road plan

List of suggested FY16 goals with prioritizations *(The first number is the number of stars indicating a first choice for either a 1 year or 5 year goal. The second number is the number of dots it received as either a 1 or 5 year goal.)*

- 3*3 Communication and public trust and stewardship
- 2*4 Secret ballot process
- 2*3 GIS program to plot all this information
- 1*4 Town manager: working relationship; transition; direction; roles & responsibilities
- 1*3 Five year road plan
- 1*1 Consider going to a charter
- 1*1 Plan for graying population
- 1*1 Poverty
- 0*4 Internet services (broad band)
- 0*3 Better storage, use, availability of data; using modern media
- 0*3 Accountability / transparency *(move to communication)*
- 0*3 Warrant articles *(put under secret ballot)*
- 0*3 Be supportive of local business
- 0*3 Energy: use and sources
- 0*1 Plan for dealing with declining state funds
- 0*1 Work on regional services
- 0*1 Build more background data: poverty, summer residents, business, elderly, farmland, etc
- 0*1 Improving meeting management
- 0*0 Out sourcing
- 0*0 Place for activities for kids
- 0*0 Compensation for select board
- 0*0 Medical access: clinic, visits, telemedicine
- 0*0 Grant funding
- 0*0 Elderly population

- 0*0 Encourage local food
- 0*0 Heat for the needy

Flip chart sheets for goals for FY 16 – FY 20

1. Agreement between the budget committee and the Select Board; reasonable number of warrant items; serving as a check on the Select Board; a process for finding a solution that works for the town and the public (balance, public members, expertise); high participation at the town meeting; high voter participation; bring voices together; ability to have input and make amendments; legally workable; timing: ASAP.
2. Communication and public trust: the community has the data and information that it needs to understand town issues and make decisions. Well explained, easily accessible, transparent, clearly organized public input, timeframes and responsibilities. Communication among Board members and with the Manager is open and effective, so that everyone gets the same information
3. The town manager: continued, unanimous support; clear, agreed on goals and objectives for the manager; clear expectations; no micro managing; understanding on mutual expectations; all has been accomplished with the manager’s input.
4. The Road Plan continues to outline and support the town’s road needs.
5. Financial goal: services reflect the needs and capacities of the public; equation to find the balance.
6. Have a GIS system that collects and overlays all relevant information of the town to help with setting policy and making decisions and it is helping the community to identify issues and craft solutions.
7. Good Broad Band internet service is available town wide and most of the town is hooked up to support business, people working at home, telemedicine and other opportunities for Readfield.
8. Cost is reduced and data is better organized and more accessible thanks to newer technology and the town has a valid, flexible technology plan.
9. The town is welcoming to local business, facilitating town processes and providing REF founding and education.
10. The town has an energy plan and has developed energy sources with reliable, stable and, hopefully, reduced costs.

Time Table and assignments: See separate horizontal sheet

Next Steps

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Meeting Evaluation

What worked well?	What would you change?
<ul style="list-style-type: none">• FOOD!• Facilities• Ground rules• Pairings on the people taking responsibility• Communication environment was good• Felt I was heard•	<ul style="list-style-type: none">• Relationship building is on going