

January 25, 2022  
Northfield Town Hall  
69 Main St

Selectboard Present: Heath Cummings (4:20pm), Chair; Barbara “Bee” Jacque, Vice Chair; Alexander Meisner; Bernard Boudreau, Clerk; Mary Sullivan-Bowen

Also Present: Andrea Llamas, Town Administrator; Sandra L. Wood, Town Secretary

Others Present: Jeff Nutting, Municipal Management Consultant Trainer

- Workshop convened at 4:00 pm
- Jeff Nutting, Municipal Management Consultant Trainer, gave a background review of his service. He has been consulting since 1986 and has served in municipal positions for more than 40 years.
- Review of the three most important jobs of a Selectboard
  - Prior to the workshop, Nutting provided board members with a questionnaire which they turned in to Nutting for organizing before meeting. Answers reviewed.
    - Three most important jobs of the Selectboard
      - Hire person to run administration
      - Set policy and direction, short term & long term
      - Resolve root problems not solved at a lower level
- The workshop areas covered
  - Major accomplishments of the Selectboard over the last year
    - Post items on the Selectboard webpage
  - Role of each member
  - How the Selectboard can become more effective
  - What the Selectboard should prioritize over the next year
    - Economic Development
    - Make the town employer of choice
    - Community outreach strategy
      - Communications & town meeting attendance
      - “Ask a Selectboard Member”
      - Recreational activity/block party
    - Launch mosquito control and shift to the Board of Health
    - Public safety-building and consider laying groundwork for volunteers to professionals

Motion by Cummings, seconded by Meisner the board voted to end the workshop at 7:30pm

Recorded by Sandra L. Wood, Secretary

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Selectboard Clerk

2/22/22  
Date Approved