

July 24, 2023 Select Board notes

Kathryn's recommendations for running meetings that are highly productive:

- Follow Roberts Rules of Order more closely than in the recent past.
- Be prepared: read the entire packet before the meeting.
- Ask the Town Manager any clarifying questions prior to the meeting, via email, text or phone.
- Be proactive: come with solutions in mind and present positively.
- Utilize the Select Board Communications time for providing information on upcoming events, giving thanks and recognition.
- Utilize the Future Agenda Items time for raising concerns about issues that could be discussed at a future meeting.
- The Select Board Retreat is the time for bringing concerns to the attention of all, determining direction for the coming year and for planning.