Minutes  
Town Council Steering Committee Meeting  
September 23, 2019  
Conference Room B

1. The meeting was called to order at 7:00 pm.  
   Present: Jonathan Hand, Julie Blanchard  
   Also present: John Elsesser, Town Manager and Amanda Backhaus, Director of Finance  
   Absent: Matthew O’Brien, Joan Lewis

2. Acceptance of Minutes: Julie Blanchard moved to accept the minutes of the steering committee dated August 26, 2019, seconded by Jonathan Hand. The following correction were requested:  
   a. Page 1, item 5.b: the second sentence mentions Mr. Jonas when it should mention Mr. Tomaszewsky.  
   The motion to accept the minutes as amended carried on unanimous vote.

3. Reports:  
   A. Committee Chair: None  
   B. Committee Members: None  
   C. Review/Discussion: Vacancy Reports: Jonathan Hand noted on the Board Member Report, page 7 under Economic Development, Barbara Barry should be listed as an R. Julie Blanchard agreed. On page 17 of the Board Member Report, Jonathan Hand inquired about the listing of Jon Ohlund III as VNA East. John Elsesser confirmed this was not the Ohlund who recently passed away. Jonathan Hand noted that on the Vacancy Report, the spelling was incorrect for the new committee for Ad Hoc Senior Housing Alternatives. Jonathan Hand also inquired about the status of the Veteran’s memorial commission due to current lack of members. It was discussed that the Veterans Committee should be invited to steering to discuss their purpose and needs going forward. Julie Blanchard inquired as to why Lori Matthews is listed on the Vacancy Report and if she needs to complete the form to be reappointed. John Elsesser will follow up.

4. Appointments  
   A. Julie Blanchard moved to recommend the designation of Jenn Reilly as the representative from the Energy Conservation/Alternative Energy Committee to School Building & Energy Efficiency Building Committee, for the duration of the committee’s work. Jonathan Hand seconded the motion. John Elsesser noted that the current representative has been unable to attend the meeting and Jenn has been actively involved. The motion carries on unanimous vote.  
   B. Jonathan Hand moved to recommend to the Council to appoint Christine Pattee to serve on the Senior Housing Alternative Study Committee as the Planning and Zoning representative for the duration of the committee’s work, subject to Planning & Zoning’s recommendation to be taken tonight 9/23. The motion was seconded by Julie Blanchard and passed unanimously.
5. **Recruitment: Senior Housing Alternatives Study Committee:** John Elsesser noted there is going to need to be some outreach on this to get a full committee. Jonathan Hand and Julie Blanchard will both begin outreach to people who might be good candidates for this committee.

6. **Consideration: Annual Appreciation Gift for Volunteers & Employees:** John Elsesser noted that included in the agenda are gift ideas of USB sticks or totes. He noted that USB sticks have been considered for a few years and are finally at the price point in which they can be considered. In addition, reusable tote bags were presented. John Elsesser noted these are extremely relevant due to recent changes in State laws related to plastic bags. Julie Blanchard noted not everyone needs a USB while everyone can use a bag. Jonathan Hand agreed that the bags were very timely given the changes at the State level. Consensus was made that the bags are the ideal option and that the foldable option was preferred. Jonathan Hand asked the carrying capacity of the foldable bag and would like it to be comparable to the shoulder bag that was also presented with the agenda. John Elsesser noted he will verify and ensure Laura orders strong bags.

7. **Consideration/Possible Action: Proposed Revisions to Personnel Policies and Procedures:** The Committee reviewed sections 9-11 of the document and made a variety of minor typographical adjustments. It was agreed that it would be desirable for the full Council to see these sections as they are revised by Steering, rather than waiting see the entire document for the first time at the November 4, 2019 meeting. Jonathan will review the progress made under his committee report at the next Council meeting and a copy of the revisions to Sections 9-11 will be included on the agenda for informational purposes only, with a vote still planned for November 4th. For next month, the Steering Committee will review sections 12-15.

8. **Consideration/Possible Action: Modifications to Ordinances: Inspection/Permit, Open Burning:** Tabled to November 25, 2019.

9. **Adjournment:** The meeting was adjourned at 9:02 p.m. on a motion by Julie Blanchard, seconded by Jonathan Hand and unanimously approved.

Respectfully submitted,

Amanda L. Backhaus
Director of Finance