

Board, Committee, Department Head Meeting

June 27, 2023

Agenda

- Welcome and Introductions
- Context and Outcomes
- Table Breakouts and Sharing
- Summary and Next Steps

Governance Project

Align Master Plan Implementation with Committee, Board and Department work

Foster cohesion and cooperation on Boards and Committees

- Master Plan Recommendation Update
- Select Board Goals tied to Master Plan
- Committee, Department, Board Inventory and Survey
- First Board, Committee, Department Head Meeting (6/27/23)

MBTS Committee, Board and Department Inventory and Survey

- Inventoried all MBTS Committee, Boards and Departments
 - Members, Mission/Goals, Departmental Support, Intersects
 - 23 Committees (1 Task Force) with 143 members, 15 vacancies
 - 10 Boards with 44 members and 5 vacancies
 - 20 Town Departments
- Met with some key stakeholders
 - Accounting, Public Works, Police, Fire, Harbormaster
 - ZBA and Fin Com
- Surveyed Committees and Boards- 23 responses

Committee, Board, Department Inventory and Survey Themes

Inventory

- CBD goals **not linked** to Master Plan
- Q-Reviews- **not connected** to overall strategy
- **Siloed** inter-CBD work
- Work flow/communication **inconsistent** between groups
- **Unclear** on Department support- who, how, when?
- **Staffing**

Survey

- **Improve** communications- Committee Liaisons?
- Committee **work process**- who approves work?
- More **timely information** for on-going projects
- Unclear process on how to **move work forward**
- Website **not intuitive**; standardize information
- **Start** budgeting process earlier

Recommendations

*Align Master Plan Implementation
with Committee, Board and
Department work*

*Foster cohesion and cooperation on
Boards and Committees*

Short-term (30 days):

- Set dates for Annual Multi-Department, Board and Committees to review work, set goals and priorities for next fiscal year. (June)
- Set Board/Committee Chairperson Goal Sharing Meetings- quarterly?
- Ensure all Boards/Committee minutes are compliant and posted on website- draft within 5 days and final in next meeting
- Create Liaison Program and identify training opportunities
- Plan Annual Volunteer Appreciation Event (Fall)

* See handout for all recommendations

Outcomes

- Identified Boards, Committees and Departments top 3 projects
- Identified BCD project intersects and impacts between groups
- Agreement on communication actions/ liaison role between BCD's
- Specific feedback on meeting and next steps

Board, Committee, Department Breakouts

Overview

- There are 2 breakout sessions
- Each breakout has a question(s) to consider
- Each table summarizes the responses and shares with the full group for discussion
- Set time limits

Board, Committee, Department Breakout

Round 1

- × **First 5 minutes:** *Identify the top 3 projects you are currently working*
- × **Next 20 minutes:** *Talk about about intersects*: things you work on that affect others or things others work on that affect you.*
- × **Last 5 minutes:** *Prepare your groups' response to share with the full group answering:*

What did you learn from your conversation?

**If intersects are not apparent- brainstorm where some might be and with what group*

Board,
Committee,
Department
Breakout

Round 2

You have 15 minutes:

- Consider what groups should have a liaison?
- What are the liaison responsibilities?
- What are the top 3 ways to improve **consistent** communication today?

Prepare to share your recommendations with
the full group

Summary and Next Steps

- What went well in this meeting?
- What didn't?
- What insights did you get?
- Where there any surprises?