

TOWN OF BRIDGEWATER



OFFICE OF THE TOWN COUNCIL

APPROVED - 07/08/19 (3-0 Vote)

Strategic Planning Committee Meeting Minutes

Meeting Date: 06/10/2019

Committee Members Present:

Aisha Losche, Chair

Shawn George, Member

Matthew Rushton, Member

Committee Members Absent:

No committee members were absent.

Others in Attendance:

None

Call to Order: 6:41 p.m.

Approval of Minutes:

- April 1, 2019
Minutes approved by unanimous consent.

Discussions:

- Town Manager Performance Evaluation Process
This process will be handled by the new committee.
- Town Council Clerk Performance Evaluation Process
Follow what is done with other town employees. Assistant Town Manager to provide outline to Council for review.

Measures Referred by Town Council:

- o Order O-FY19-021: Establish Town Manager Goals
 - o Recommendation from Budget & Finance Committee: Add Section #5 of Budget Resolution to Town manager Goals.
 - o The committee recommends focusing on #4 for remainder of year.
 1. Fire Station – Provide an update on this goal by October 31
 2. Memorial Building – process to be completed by December 31
 3. School District
 - a. Regional School Agreement – process to be completed by November 30
 - b. Mitchell School – Alternative Plans to a “no” vote to be completed ahead of a vote
 4. Broad Street and Elm Street
 - a. Action items need dates to be added by Michael Dutton and Team – would like to see more action. Remove Jim Paskell’s name as it could be “any” developer
 - o Create Communication Service Level Agreement (SLA)
 1. Town Council should be briefed about all incidents and emergencies in Town
 - a. Town Manager and Team to create Service Level Agreements (SLAs) for communication on a scale from Emergency to FYIs
 - i. For example – Emergency response at a school should be communicated to the council within 8 hours of the incident with as much detail that can be provided.
 - ii. FYI – Town Manager attended conference and had the following learnings

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- o Add language from Budget & Finance committee to 2019 goals

Public Comment – None

Next meeting should be scheduled for July 9th.

Motion: A motion to adjourn was made by Mr. George. The motion was seconded by Mr. Rushton
A voice vote was taken and the motion passed 3-0.

The meeting adjourned at 7:42 p.m.