

**BOARD OF SELECTMEN
MINUTES OF OCTOBER 14, 2014
SHEPARD MUNICIPAL BUILDING
WORK MEETING**

PRESENT: Mr. David A. Delanski, Chairman, Mr. Robert E. Lavash, Sr. Vice-Chairman and Mr. Dario F. Nardi, Clerk

Lorena Prokop, Administrative Secretary, Rebecca Acerra, Selectmen's Assistant

Chairman Delanski called the meeting to order at 2:00 PM dispensing with the allegiance in the Selectmen's Office in the Shepard Municipal Building.

HOUSEKEEPING ITEM:

Best practices to manage communication between staff and board members

Mr. Nardi started the discussion; as the newest member of the Board wanted clarification on the lines of communications within the Selectmen's Office. Mr. Lavash added a personal concern on getting information. A discussion was had relative to the flow of information to each Board member from the administrative staff; information and directives relative to contacting Town Counsel as well as streamlining efforts through the office. In conclusion the Board was in agreement that 1) all information flow through the office to Secretary; 2) Secretary disseminates to all Board members; 3) Board members to f/u with Secretary of activity/information occurring over weekend for handling; 4) Clerical member at meeting handles follow-up relating to meeting; 5) All requests for work/assistance from other Town department(s) to be cleared by Board.

OTHER BUSINESS –

Reviewed calendar for proposed upcoming Selectmen Meetings. Meeting following the 21st would be the 28th as Nov 4th is State Election and the following week is the week of the STM.

Motion to Adjourn made by Mr. Lavash; second: Mr. Nardi – unanimous at 2:58 PM.

Respectfully submitted,

Lorena Prokop
Administrative Secretary

Dario F. Nardi, Clerk