**Governance Project Board/Committee/Department Update**

The Select Board deemed it important to look at how our Town Boards, Committees and Departments plan, work, report and follow up on issues. The goal is to have an organized, aligned and efficient work process between Boards, Committees and Town Departments. The cornerstone being a strong communication framework that engages the community with Town Hall operations to share data, gain feedback, build trust and track progress regardless of the content or issue.

The first step was to take an inventory of all Board, Committees and Town Departments to understand what they are currently working on, what is working best and what is needed to be better supported and more efficient.

Next, we convened the first Board/Committee/Department meeting to:

* Understand the current goals and work of Boards, Committees and Departments (BCD)
* Identified ways BCD work intersects and impacts work between BCD’s
* Feedback on defining liaison roles between BCD’s
* Identified useful topics and an agreement for a follow up meeting

*There were four areas of work based on the feedback from the meeting. The following actions are in process and a full update will be provided in the next BCD Meeting slated for early January 24:*

*Administration:*

* Created contact lists for all Boards and Committees- Contact Debbie Powers for information
* On- going review of current status on Committee Minutes- Town Clerk monitoring

*Training:*

* Updated Handbook and completed two Board/Committee trainings in September
* Currently researching a training curriculum for Boards/Committees

*Technology:*

* Clean-up of current Website pages- ongoing
* Website redesign kick off meeting targeted in early November
* In process of benchmarking other Town Websites.
* Completed assessing state laws for archiving.
* Researching AI options for compiling meeting minutes
* Assessing cyber-attack risk

*Board/Committee Structure:*

* Researching policies and practices on how to create and disband Boards and Committees
* Identifying logical BCD groupings, i.e. Land and Water Use, Public Safety etc.

*Future Actions:*

* Assess how best to communicate project updates on web, email, monthly report, flash reports
* Identify a Volunteer Appreciation program
* Create annual Town calendar/timeline due dates on a given year cycle- budget, TM etc.

*Stay tuned for details of next Board, Committee, Department Meeting in January 2024.*