

TOWN OF IPSWICH | MASSACHUSETTS
SELECT BOARD MEETING
Thursday, March 16, 2023 05:00 PM
The Inn at Castle Hill 280 Argilla Road

Pursuant to Open Meeting Law M.G.L. Chapter 30A, §§ 18-25, a written notice posted by the Town Clerk and delivered to all Board members, a meeting of the Select Board was held on Thursday, March 16, 2023 5:00 PM at The Inn at Castle Hill.

Board Members present: William (Willie) Whitmore, Chair; Linda Alexson; Sarah Player; Kerry Mackin

Also present: Stephen Crane, Town Manager; Mary Gallivan, Assistant Town Manager/HR Director

With a quorum present, the Chair called the meeting to order at 05:08 PM

05:08 PM Citizen queries (Willie): none

05:09 PM Willie opens the meeting to Stephen for instruction on the exercises. Stephen introduces the goal setting model exercise outline. They will chart out general areas to focus on and drill down after a new Board is elected at Town Meeting in May. They will review past goals that the Board had, what's been accomplished, what's outstanding. He'll hand out index cards for the Board to write 3 broad goals for next 12-18 months. Sarah questions what the goal examples could be, how broad. Stephen says types of things they see on agenda, topics that have come to the Board. The Board will then prioritize each other's cards and rank them. Focus should be on public policy objectives. Stephen speaks to previous goals set and the 'yours, mine, ours' ranking of the past goals. Spoke to his experience with the exercise in Wayland and Concord and those outcomes. The final list is then ranked on white boards, the outcome is a list that receives unanimous support at the end. Important that the Board be unanimous and on the same page. Stephen references the previous Strengths, Weaknesses, Opportunities, Threats (SWOT) analysis and the goals resulting from that discussion.

Willie states he'd rather focus on the goals. He went through them and ranked what's been accomplished, what's in process, and what hasn't started.

Stephen starts to go through the most recent goals set by the Board in 2018 with the previous Town Manager, referencing that document. Willie doesn't think in section one economic development that A or B were done, parts of C and D were done. Linda states Planning may have done some of it and the Board just may not be aware. Willie mentions that the past goal setting was that the Town Manager was given guidance and goals by the Board with the idea that he take those goals and ideas to town staff to tackle. Willie stated the Board treated it as a 'to-do' list for the Town Manager. Sarah adds that these could be goals set tonight to dovetail into the Town Manager's goals. Willie states it wasn't separate goals by who would accomplish them, it was put on the Town Manager to get the ideas completed. Linda says it would then come back to the Board later. Sarah hopes the Board will have their own objectives/goals.

Stephen asks Board to call out accomplishments/things that have gone well from the previous document and he'll write them on the board.

Linda: Public safety building approval; Sarah: Climate Resiliency Committee creation; Willie: Green communities, stretch energy code, facilities capital planning (School Dude); Sarah: strategic plan working group tri-board plan; Willie: social media, Sarah and Linda affirm Leah's excellent communication via social media; Stephen: retention of PR firm Guilfoil; Willie: open checkbook, technology at Town Meeting, most successful in IT/transparency section; Sarah: steady and regular commitments to water infrastructure; Willie: long-term investments needed identified for water, may not be a formal financing plan; Sarah says Vicki does have a formal plan with the future years planned out. Kerry asks about safe yield from DEP, Linda speaks to PFAS regulations change and safe yields. Kerry states Rotary Club also has a grant and will be working on it too. Sarah: business partners, community events, sustainability events; Willie: Cape Ann Chamber of Commerce, long range economic development especially during pandemic; Linda: financial stability/survival of the town through the pandemic; Sarah: response of the Town and offering regionally during pandemic; Willie: town staff adaptiveness and flexibility during COVID; Stephen references what they did in Concord during COVID to be adaptable and flexible to attract/retain talent. Linda: virtual/hybrid board/committee meetings. Willie notes some items the Town is working on: Community Development Plan ("CDP"); Sarah Housing Production Plan, done the foundational work, need to hone in from those.

Stephen asks for a list of partially completed or in process items. Sarah: parking after COVID; Willie: parking and Hammatt; Linda: consistent downtown parking; Willie: grants for DPW and general infrastructure improvements, Harvard report on downtown; Linda: community garden site for relocation; Sarah: youth engagement. Willie inquires about \$10k for student engagement program that former SB member Bill Craft optioned and where that money went. Willie speaks to looking into more internship opportunities for students, how it fosters/leads to DEI. Mary states we currently use interns in the Planning Department and are starting to use high school students in their final semester in various departments including DPW.

05:55 PM Stephen gives out index cards. Asks Board to frame their topics with public policy objective mindset. Board writes down goals. Stephen has them select index cards from bag and rank them in order of importance on the table. Stephen then has them pair similar/same items and combine them. Water, climate resiliency, governance, economic development, and parking have repetitive cards and are combined. Board discusses and ranks remaining cards.

06:39 PM Kerry Mackin leaves. Board discussion of cards/ranking continues. From the cards Board members each choose their top 5. Water supply/infrastructure; affordable housing; climate/coastal resiliency - marsh/clamming; long-term capital planning; governance/roles & responsibilities; CDP implementation, wages/adjustments, and budget were the selected topics. Stephen offers them each one more selection, Sarah: budget; discussion ensues on budget process and timing, the Board's role, and what the Board wishes/envision their future role to be in budgeting. Willie would like the Board to be more involved earlier on, Stephen asserts that it's a Town Manager's budget presented to the Board. Willie proposes that the Board be more involved in earlier discussion/formation of the budget before it's presented so they aren't questioning it after it's more final. Stephen speaks to how Board can have more budget

involvement by supporting it with goals, clarifying roles & responsibilities, and suggest bringing an outside person in to define roles for boards and committees in general. This was effective for him in Concord.

07:53 PM Board continue to rank remaining topics. Willie adds a dot to CDP/implementation. Final list: water supply/infrastructure; affordable housing creation; climate/coastal resiliency; long-term capital planning; governance roles/responsibilities; CDP implementation.

08:00 PM Old business (Willie): Willie states they are going to schedule to bring the entire Government Study Committee (GSC) to a meeting before Town Meeting. Stephen asks for the Board's warrant feedback on the GSC article, it was on the consent agenda but was removed when Gary Champion didn't want it on consent agenda (Stephen references that this was all discussed via email discussion). Gary Champion then submits a citizen petition. Stephen made the decision to remove the GSC article. Stephen asks for clarification from the Board on warrant administration and will add the GSC article back to the consent agenda article and the Board can choose if they want to remove the article. Willie states he wants to bring them (GSC members) all in and ask them to go over the process of their warrant article. Sarah states to be fair the Board doesn't/didn't ask the other Boards listed on the consent agenda for a formal report. Linda states sometimes reports at Town Meeting are just verbal reports from the Chair as an update, not a formal report. Willie also wants GSC informed that they are back on the consent agenda and also wants the Board to brainstorm ideas to give them to look into. Stephen states it needs to be discussed in open Town Meeting that Gary submitted the article on behalf of the GSC without a vote by the GSC affirming or consenting to the article's submission. Stephen also affirms the Board can call for reports at Town Meeting.

08:07 PM New business (Willie): none

08:09 PM Willie asks for motion to Adjourn. Sarah moved, Linda seconded. Motion passed unanimously 3-0.