

SELECT BOARD
TOWN OF NATICK

MEETING MINUTES

Meeting Conducted in the Edward H. Dlott
Meeting Room
June 12, 2023
5:00 PM

PRESENT: Bruce T. Evans, Chair; Kathryn M. Coughlin, Vice Chair; Richard Sidney, Clerk; Paul R. Joseph; Kristen L. Pope

ALSO PRESENT: Town Administrator, James Errickson

ATTACHMENTS:

School Committee Norms - Approved November 2022
SB_TA Objectives Tasks 8_2021

Chair Evans called the meeting to order at 5:10 PM.

PUBLIC SPEAK: None

DISCUSSION and DECISION

The board reviewed the Pride Month resolution for corrections before signing the official copy.

Discussion of Select Board Norms

The board had a discussion of possible Select Board norms, and reviewed the School Committee norms document as an example.

The following general norms were recorded for further discussion:

- OML
- E-mails to Selectboard@natickma.org
 - o When directed to 1 person?
- Invitations to events
 - o Speaking at events
 - Chair speaks as “we”
 - Individuals speak as “I”
 - o Attending events
 - Distribute attendance among members, vs. having the entire board attend all events
 - Chair role to distribute
- Responsibilities of:
 - o Chair
 - o Vice Chair

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- Clerk
 - Minutes:
 - Take only when Executive Assistant not available.
 - Coordinate review of minutes for approval.
- Meeting Agendas
 - Items to add/discuss
 - Justification
- Social Media
 - Role/Approach
 - Town vs. Individual vs. Board vs. Community
- Public Engagement/Informal Meetings
 - Examples: 5 Auburn; Amvets
 - Speak as/for individual, not on behalf of Board
 - Who should be engaged?
 - “Do”s and “Don’t”s
 - Don’t
 - Promise any Board Decision
 - Promise any action from Administration or Staff
 - Do
 - Listen
 - Seek information
- Select Board role vs. Constituent Services
 - Refer to and Notify Town Administration/Staff
 - When Seeking information, go to the source (ie. Department Head).
 - When Seeking action, go through the Town Administrator.
- Within Board meetings
 - Prepare in advance
 - During meetings
 - Respect the image of the Board on camera
 - Cell Phone use: none or limited
 - Don’t pack up before adjournment
 - Public Speak
 - During meetings
 - During Public Hearings
 - Review protocol with Counsel
 - “Parking Lot” commentary
 - Target 9:30 adjournments
 - 1 conversation at a time.
 - Minimize debate to only necessary discussion
 - Use “ditto” rule whenever possible.
 - Consent Agenda
 - Review in advance
 - If possible, request that CA items get removed from CA prior to agenda being frozen
 - Minutes on CA: If there are edits, pull and postpone, rather than try to edit during meeting.

Adjournment

The meeting was recessed by the Chair at 6:30 PM.

Open Session resumed at 7:45 PM.

On a motion by Ms. Coughlin, seconded by Ms. Pope, the Board voted 5-0-0 to adjourn the meeting at 7:45 PM


Richard Sidney, Clerk

June 12, 2023 Select Board Meeting Minutes Approved by the Select Board on July 12, 2023.