

## **Meeting Schedule Possible Changes DRAFT 2-6-18**

### **Goal:**

The goal is to adjust the boards meeting schedule to make it more accommodating for citizens to attend, to be as transparent as possible, to provide adequate discussion time between the board and staff, and still effectively handle the workload.

### **Option A: (keep as is and evaluate after 3 months):**

1st Tue – Informal Meeting – Library – 4pm (no agenda)

2nd Tue – Regular Meeting – Town Hall – 4pm / 6pm (agenda/public comments/public hearings/voting)

3rd Mon – Coffee Chats – alternates 9am/6:30pm (no agenda/discussion topic/Q & A)

4th Tue – Work Session- 4pm / 6pm (agenda - usually no PC/voting)

### **Option B: (no 4pm meetings)**

1st Tue – Informal Meeting – Library – 6pm (no agenda)

2nd Tue – Regular Meeting – Town Hall –6pm regular (agenda/public comments/public hearings/voting)

3rd Mon – Coffee Chats – alternates 9am/6:30pm (no agenda/discussion topic/Q & A)

4th Tue – Work Session- 6pm work session (agenda - no PC/PH/voting)

### **PROS:**

meeting times more accessible to folks who work during the day. Schedule accommodates similar workload.

### **CONS:**

6pm meetings may run longer assuming workload and continued board-staff discussions items. Staff stays longer after hours.

### **Option C: (no 4pm meetings; no coffee chats, open forum at town hall instead)**

1st Tue – Informal Meeting – Library – 6pm (no agenda)

2nd Tue – Regular Meeting – Town Hall –6pm regular (agenda/public comments/public hearings/voting)

3rd Mon/Tue (conflict w/LB) – Informal Open Forum – 6pm (no agenda/discussion topic/Q & A)

4th Tue – Work Session – 6pm (agenda - no PC/PH/voting)

### **PROS:**

meeting times more accessible to folks who work during the day. Schedule accommodates similar workload. Replaces coffee chats with a more consistent time and location for informal discussion with citizens.

### **CONS:**

6pm meetings may run longer assuming workload and continued board-staff discussions items. Staff stays longer after hours.