

# Town of Mendon

## Selectboard

February 13, 2020

Members of Selectboard present: Richard Wilcox, Geoff Wells, Scott Bradley

Town Officers and employees present: Sara Tully, Town Administrator, Nancy Gondella, Town Clerk & Treasurer, Jesse Bridge, Bookkeeper

Visitors present: None

The Selectboard Meeting was called to order as a continuation of the Selectboard Meeting 2/10/20 adjourning at 6:40 PM to reconvene at February 13, 2020 at 8:30 AM at the Town Office for the purpose of conducting a staff meeting.

Motion by R. Wilcox to enter Executive Session at 8:31 AM to discuss Personnel with the Selectboard, S. Tully, N. Gondella and J. Bridge present. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion.

The Chair declared the Board out of Executive Session at 9:24 AM

A town calendar will be created outlining each department's annual tasks. This information is to be submitted to J. Bridge to compile the information on a central calendar. The goal is for better understanding of overall demands of the staff at different times of the year.

The office staff will meet weekly either on Tuesday after Selectboard Meetings or Mondays to discuss the tasks and deadlines of the week in order to prioritize the tasks as a team. The first meeting will be held February 25, 2020 with R. Wilcox facilitating.

There being no further business, R. Wilcox moved to adjourn at 9:25 AM. Motion seconded by S. Bradley. Motion carried.

Date Approved \_\_\_\_\_

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Richard Wilcox

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Sara Tully - Clerk of the Board

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Geoff Wells

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Scott Bradley