Item #1: Call meeting to order
The meeting was called to order at 7:03 PM.

Item #2: Pledge of Allegiance
All present stood and recited the Pledge of Allegiance.

Item #3: Public comment
There was no public comment.

Item #4: Approval of minutes
A quorum was not present to vote.

Item #6: Code of Ethics
Trish reminded the Committee members to fill out ethics disclosure forms.

Item #7: Housekeeping discussions:
- Formal recommendation to change quarterly updates to be held bi-annually
  A quorum was not present to vote.
- Board/commission interviews – remaining interest
  Trish will meet with Livable Communities on March 17th. Rory will reach out to the Fire
  Commissioners, Board of Public Works and Parks. Recreation will be February 24th.

Item #8: Bring up to date SP after quarterly meeting update
Rory will send out a copy of the updated plan from the meeting before Kurt’s update as well as a copy of
Kurt’s update notes. Next week, the Committee will update the plan from Kurt’s interview. At the next
regular meeting, they will review the restructuring of the plan. They will aim to have the next version of
the plan prepared by the March 22nd Board of Selectmen meeting.

Item #9: Open discussion
Rory reviewed the WPCA interview. The Committee wasn’t sure if they could eliminate depreciation.
Rory will check with WPCA Counsel and Town Counsel to see what is possible regarding their
recommendations.

Rory went over the plan he and Kurt discussed regarding improving communication. They would like to
ask the boards, committees and commissions to compile quarterly reports. They would submit them to
Rory, who would condense them into a quarterly newsletter so that the boards have improved
awareness of what the other boards are doing. He would also ask the departments to put together
annual calendars of important dates and deadlines to keep the residents abreast. All of these would be
combined with the departmental executive summary as well as the Community Services program schedules. This quarterly newsletter would serve as a comprehensive source of information for residents. It’s impossible to reach everyone but providing a single, comprehensive source of information is a step in the right direction.

**Item #10: Public comment**  
There was no public comment.

**Item #11: Adjournment**  
The meeting was adjourned at 8:23 PM.

Submitted by,  

[Signature]

Rory Burke  
Recording Secretary