

Effective Governance Planner

2025-2026

Saturday, October 18, 2025	OVERVIEW TRAINING & BREAKOUT SESSIONS - in Person	* Town Clerk's Office to coordinate in odd-numbered years * Town Manager's Office to coordinate with Town Counsel and Ethics Commission during State Election years
	Effective Government Overview - Zoom / Recorded	Town Clerk's Office: The Public's Right to Know/Public Perspective Ethics, Open Meeting Law, and Public Records Law
	Breakout Session: Meeting Planning & Management	Select Board Chair: agenda building, giving voice to all committee members, what the chair's role is and isn't (i.e., not allowing agenda items from certain members, etc.); assigning speakers to each agenda item
	Breakout Session: Minutes and Agendas	Town Clerk's Office: Agenda details contribute to minutes; recording meetings to help create minutes; AI as a tool for creating summary minutes
	Breakout Session: Ethics & Oaths	Common and some uncommon dilemmas are discussed from a hypothetical standpoint
	Breakout Session: What can go wrong? Tales from the Crypt	Lessons learned from past incidents. <i>Any resemblance to case histories in Concord are purely coincidental.</i>

Saturday, Dec. 13, 2025	Preparing for Town Meeting - in person	
	Warrant Articles	Select Board Chair and Moderator review warrant article submissions and explains Select Board warrant review
	Public Hearings	Select Board, Finance Committee, and Planning Board review expectations and budget considerations
	Presentations	Town Moderator reviews presentation requirements

JANUARY	MINUTES & AGENDAS - Virtual	
	Templates	Minimum requirements for agendas and minutes; Using templates to create notes during a meeting; ADA requirements for formatting minutes & agendas
	Best Practices	Examples and explanations: what to include, what to avoid
	Open Meeting Law Requirements vs. Town Standard	OML is the minimum APP10; past/new practices; committee handbook references
	Planning Options for Making Minutes Happen	Clerk role; talking points from presenters; scheduling minutes approval on every agenda

APRIL	APPOINTMENTS & REAPPOINTMENTS - Virtual	
	Planning for Term Ends	Term limits & exceptions; appointing authority role
	Know Your Charge/APP #10	Review of APP #10 and the nature of project-based, advisory, regulatory charges
	Pathways for SB/TM/Independent Appointments	Appointment process for each appointing authority
What's required for appointees & reappointees	Legal obligations upon appointment/reappointment	

July	Open Meeting Law REVIEW - Virtual	
	Posting Meetings & Recording Minutes	Introduction for newly appointed members and elected officers; review of related topics covered in earlier sessions
	Accessibility/ADA	ADA clause for each agenda; choosing accessible locations
	48-hour Window - What Changes Are Acceptable	Examples, OML violations
Question & Answer	Discussion	