

MINUTES

CHARTER TOWNSHIP OF BRIGHTON
 BOARD OF TRUSTEES
 4363 BUNO ROAD
 BRIGHTON, MI 48114

NOVEMBER 28, 2011
 SPECIAL MEETING
 7:00 P.M.
 (810) 229.0560

Supervisor T. Murphy called the meeting to order at 7:06 P.M. The Pledge of Allegiance was said.

Present: T. Murphy, Supervisor; A. Bollin, Clerk; L. Theis, Treasurer; C. Doughty, Trustee; J. Rogers, Trustee;
 M. Slaton, Trustee

Absent: J. Kovitz, Trustee

CALL TO THE PUBLIC

No response.

AGENDA

J. Rogers moved and C. Doughty seconded **to approve the agenda as presented.**

Motion carried.

BUSINESS

REPORTS & COMMUNICATIONS

Supervisor led discussion on communications of Board policy directives; following current policies related to Call to the Public including time limits, content, informing public of the policies related to time limits and content and affirming that they will receive a follow-up contact within 48 hours from the Manager or his designee; and need for improved follow-up and communication on status of projects.

WORKLOADS, SPECIAL PROJECTS AND OFFICE RESOURCES

Supervisor led discussion on workloads, assignments and staffing resources. Consensus was there was a need to hire additional part time administrative support for the Manager; Admin team to review proposed job duties prior to recruiting; need to institute a meeting follow-up tool to assist the Manager with work tasks including due dates; Admin Team to follow up after meetings to help ensure proper meeting follow-up; Supervisor will develop a form based on recent format and reports completed by Clerk for use as a follow-up tool; Admin team should help establish the priorities based on the Board's policy directives. Special projects that need to be addressed include the audio / video needs; phone system; and office needs of different departments inclusive of work assignments, responsibilities, and succession planning. Office space needs will be addressed in a phased approach but there are some immediate needs, Supervisor will work with the Manager to address. BTBT affirmed desire to have the general phone line answered by a person v. a messaging system *at this time*.

LONG TERM PLANNING

Supervisor led discussion on long term planning and things that need to be considered including Master Plan update; economic development directives; finances for outstanding debt and future needs; status of projects that the Board has identified in recent years but have not been completed (i.e. gateway signs, etc.). Also discussed improving communications regarding concerns raised by Admin team and following established protocol for responding to public inquiries.

ADJOURNMENT

J. Rogers moved and L. Theis seconded **to adjourn.** Motion carried.

The meeting adjourned at 9:49 P.M.

Respectfully submitted,

 Ann M. Bollin, CMC, Clerk

 Thomas E. Murphy, Supervisor