

TOWN OF CHEBEAGUE ISLAND  
SELECT BOARD/TOWN ADMINISTRATOR  
ORIENTATION AGENDA  
WEDNESDAY JUNE 19, 2024  
5:00 PM

1. WELCOME, INTRODUCTIONS AND OPENING COMMENTS:

BOB EARNEST- CHAIR

VIKA WOOD- TOWN ADMINISTRATOR

MITCH BERKOWITZ- CONSULTANT

2. WHAT IS YOUR PERCEPTION OF BEING A SELECT BOARD MEMBER?

-I THOUGHT I WAS ELECTED TO “TAKE CHARGE!”

3. OVERVIEW OF THE ROLES OF THE ELECTED OFFICIALS, TOWN ADMINISTRATOR AND STAFF- MITCH

-UTILIZE THE ORIENTATION PACKAGE

4. HOW DO WE MAKE THIS WORK? BOB AND MITCH

-THE CODE OF CONDUCT

-THE COMMUNICATIONS POLICY

-PURCHASING POLICY

-ESTABLISHING THE BOARD’S PRIORITIES

-THE “LONE RANGER” SYNDROME

5. LEADERSHIP AND ADMINISTRATION- MITCH, BOB AND VIKA
  - POLICY MAKERS AND POLICY IMPLIMENTERS
  - GENERAL DISCUSSION, Q & A
  
6. NEXT STEPS:
  - REVIEW THE BINDER AND DOCUMENTS
  - DEVELOP YOUR QUESTIONS AND REVIEW AT THE NEXT WORKSHOP OR HAVE A SECOND ORIENTATION SESSION TO GET YOU THE ANSWERS!
  
7. OTHER POINTS RAISED?
  
8. ADJOURN 7-7:30 PM

**RESOURCES YOU SHOULD HAVE IN THE BINDER:**

- THE ORIENTATION BINDER
- PERSONNEL POLICIES
- COMMUNICATIONS POLICY
- LOCAL CONTACT INFORMATION
- ORGANIZATIONAL CHART
- CONTACT NAMES AND NUMBERS
- OTHER?