

SPECIAL MEETING – MANSFIELD TOWN COUNCIL
December 4, 2013

Mayor Elizabeth Paterson called the special meeting of the Mansfield Town Council to order at 6:30 p.m. in the Community Room of the Community Center.

I. ROLL CALL

Present: Kegler, Marcellino, Paterson, Raymond, Ryan, Wassmundt
Town Manager Matt Hart welcomed Councilors to the orientation session and asked those staff members in attendance to introduce themselves and to provide a brief update on their individual departments.

Staff Present: Assistant Town Manager Maria Capriola, Fire Chief Dave Dagon, Director of Facilities Bill Hammon, Library Director Leslie McDonough, Director of Building and Housing Mike Nintean, Deputy Fire Marshall and Emergency Management Director Fran Raiola, Director of Information Technology Jaime Russell, Town Clerk Mary Stanton, Director of Finance Cherie Trahan and Executive Director of the Downtown Partnership Cynthia van Zelm

II. ORIENTATION

Town Manager Matt Hart presented an overview of the Town's form of government and Council and Town Manager responsibilities. Town Clerk Mary Stanton outlined FOI requirements regarding the scheduling of meetings, the posting of agendas and minutes, and the processing of Freedom of Information requests. Assistant Town Manager Maria Capriola reviewed the code of Ethics. Director of Finance Cherie Trahan presented an overview of the Finance Department and their responsibilities.

Town staff will provide statutory references indicating the roles and responsibilities of the chief executive officer.

Town staff will forward the website link to the Town Council Policy Index.

III. ADJOURNMENT

Mr. Ryan moved and Mr. Marcellino seconded to adjourn the meeting at 8:47 p.m.
Motion passed unanimously.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

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