

Transition Task Force Agenda

February 29, 2012

Read OPMA announcement.
Roll call.
Approve minutes from last meeting.

Department Head Presentation:

- Court
- Health
- Recreation
- Human Services
- PSRC

Decision Items:

1. Proposed Rules of Engagement for the TTF Attorney, see further below for detail.
 - a. Update on using municipal legal resources.

Discussion Items:

1. Suggestion for subcommittees. Invite the Consolidation Commission liaison to an early meeting to explain the why and how of their recommendation.
2. Process related to subcommittees.
 - a. Subcommittees need to copy the two administrators, the attorney, the chair and vice-chair on all emails so we can stay coordinated and up to date.
 - b. Provide agendas, meeting dates to the two clerks and to CGR to help with proper noticing and posting on various forums. Changes to meeting dates are very important to get to the clerks and CGR in a timely manner.
3. Subcommittee reports
 - a. Personnel
 - i. Recent meeting recap
 - b. Public Safety
 - i. New members
 - c. Communications/Outreach
 - d. Public Works/PSOC/Recreation maintenance
 - i. New members
 - ii. Recent meeting recap
 - e. Joint Finance Committee
 - i. New members
 - ii. Recent meeting recap
 - f. Committees, Commissions and Boards Subcommittee
 - g. Technology
 - h. Facilities and other Assets

Other Business

Public Comments

Adjournment

Information related to agenda topics:

1) CGR TTF official website: <http://www.cgr.org/princeton/transition/>

2) PROPOSED RULES OF ENGAGEMENT FOR TTF ATTORNEY

In order to achieve efficient and effective use of the attorney for the Princeton Transition Task Force (TTF), the following rules of engagement shall apply:

Meetings of the TTF or Its Subcommittees

The Chair or Vice Chair of the TTF shall determine which meetings of the TTF or its subcommittees require attendance of the TTF attorney. Upon such determination, the Chair or Vice Chair shall notify the TTF attorney. If a subcommittee believes it would be appropriate for the TTF attorney to attend a subcommittee meeting, they shall notify the TTF Chair and Vice Chair of such request.

Research, Legal Analysis or Written Assignments for the TTF Attorney

1. When either the full TTF or a TTF subcommittee wants to give an assignment to the TTF attorney involving research, legal analysis or the creation of written work product, they will discuss the proposed scope of the assignment with the Chair, Vice Chair and Legal Liaison. Brad Middlekauff will serve as the Legal Liaison.
2. Each of the Chair and the Vice Chair will have authority to sign off on the new assignment.
3. The Legal Liaison will then work with TTF attorney to insure prompt completion of the assignment. Any work product of the TTF attorney will be reviewed by the Legal Liaison before distribution to be sure it is responsive to the TTF's or subcommittee's request. While the Legal Liaison may give feedback to the TTF attorney, the final work product will be the sole responsibility of the TTF attorney.

3) Department Head Presentation Schedule

Wednesday, March 7-7PM

- Clerk Administration/Finance Tax Collection Tax Assessment IT

Saturday March 10th 12:30PM

- Planning Zoning Construction Affordable Housing Fire and Housing safety
- **Facility Tour - all depts.. (1:00PM)**

Saturday March 17—10-noon

- Police Emergency Management Emergency Services

Wednesday March 21—7PM

- Public Works SOC Recreation Maintenance Engineering