

Minutes of the Selectmen's Meeting of January 22, 2015
Town Hall – Selectmen's Meeting Room #1, Second Floor 7:00pm

Present were: Dick Ward, Chair, Ron Clarke, Alan Dunham, Helen Marrone, and Sarah Hewins. Meeting opened at 6:40 p.m.

Town Administrator Evaluation Discussion

Ward and other discussed scoring procedure on Town Administrator's Evaluation—how will we do it, what covers everything. Dunham liked 1 = Far Exceeds 2 = Exceeds 3 = Meets expectations 4 = Needs improvement 5 = Failed to meet expectations with a sixth category = N/A (this category gets no score). Hewins explained that she had taken any question asked by three out of the four towns/policy institutes we had as Evaluation Templates and collated them into one chart for each of our 5 categories. Clarke liked the Town of Franklin's form and just wanted to use that. Dunham said that we should use Hewins's template of questions in common in at least 3 towns. Then we could fill in/add any question(s) that we wanted to in addition to those on Hewins's chart.

We would then average the scores using only the first 5 grades—not using 6 = N/A. We would then add our goals and objectives onto the last page of the evaluation so the T. A. will know what to do next year. It was suggested to add a dialogue/comment box at the end of each section. Marrone suggests that, if a score is a 4 or 5, then the Selectmen should comment on that score. If a score is 1-3, then a comment is optional. Clarke said that, for this year, section 1 will be sparse.

All five members reviewed Hewins's template and choose the questions they wanted from the template. Four additional questions were added. It was agreed there would be no weighted questions. Attach FY16 Carver Board of Selectmen Goals. Hewins is to collate and distribute and give to Elaine Weston.

The Board will vote to approve the final form at the 2/3/2015 meeting. Following the meeting, we will present the Town Administrator with his evaluation. Ward will ask the Town Administrator if he wants the discussion to be public or private. Ward will present the final compilation.

Clarke moved to adjourn, Marrone seconded; meeting adjourned at 8:10 p.m.

Respectfully submitted,

Sarah G. Hewins
(Secretary pro tem)