

Minutes of the Selectmen's Meeting of December 11, 2014
Town Hall – Meeting Room #1 6:30pm

Present: Chairman Dick Ward, Vice Chair, Ron Clarke , Selectmen Helen Marrone, Alan Dunham, and Sarah Hewins (secretary pro tem.)

6:30pm –meeting called to order to begin business

Motion to approve the changes to Senate Bill No. 2365: Motion by Clarke, Second by Marrone: 5-0-0 in favor.

Town Administrator Evaluation Tool discussion. Some questions asked were: How to develop a rating instrument? Outside consultant? Have the Chair summarize results? Consensus was reached that no outside consultant would be used, that each Selectman would fill out a form, and there would be no anonymity. Marrone presented her version of the evaluation form. Hewins presented a summary of all 4 sample towns' evaluation forms. Discussion followed about combining the two into one.

Motion to approve new Sections/Headings for an Evaluation Form to evaluate the Town Administrator:

1. Section 1: Goals and Objectives: Board of Selectmen Goals and Objectives for Town Administrator
2. Section 2: Knowledge, Skills, and Professional Development
3. Section 3: Core Responsibilities: Staffing, personnel, financial, and management relations
4. Section 4: Leadership, Board Relations, and Personal Qualities
5. Section 5: Community Relations and Communications

Motion to approve by Marrone, Second by Clarke: 5-0-0 to approve these sections/headings for Evaluation Form.

Selectmen's homework is to choose 3-5 or more questions for each section.

Motion to adjourn by Dunham, Second by Clarke: 5-0-0 to approve. Adjourned at 8:10 p.m.