

Select Board Sub-Committee on Town Manager's Evaluation Process

Minutes

January 24, 2022

6:00 PM

REMOTE MEETING

Attendees: Lionel Berthiaume (chair), Sub-Committee chair, Dan Carpenter, Sub-Committee member, Julie Jacobson, Town Manager.

The Sub-Committee was called to order at 6:03 PM.

The Sub-Committee reviewed the revised Town Manager Evaluation Forms that the Town Manager had provided in draft form. Lionel said that the new form should reduce the number of hours required to prepare the self-evaluation report to the Board and the number of hours that it takes the Board to read the entire report. He was pleased that the Sub-Committee had condensed the form to include those categories that were less subjective and reflect the items of importance to the Board.

Dan agreed that the revised forms seem much more manageable for both the Town Manager and the Board.

Lionel asked for one correction on the page that outlines the Evaluation Process to change from ten categories to four.

Lionel said that the Town Manager can now use this form and use the Guidelines under each category as talking points for her report, which he would like to be much shorter. He said if the Board wants more information on any category they can reach out to the Town Manager.

The Town Manager thanked the Sub-Committee for the opportunity to discuss and streamline the evaluation process.

Dan said it was a good process.

The draft revised Evaluation Form is on the full Board agenda tonight at 6:30. The Sub-Committee will recommend approval with the revision to page three reducing the categories from ten to four.

The meeting adjourned at 6:23 PM.