

Memorial Town Hall, 1 Library Street, Georgetown, MA 01833
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BOARD OF SELECTMEN MEETING MINUTES
Memorial Town Hall
Third Floor Meeting Room
12/10/07
7:30 PM

Selectmen Present: Matthew Vincent, Chairman; Lonnie Brennan; Philip Trapani, Clerk

Others Present: Stephen Delaney, Town Administrator; Janet Pantano, Administrative Assistant

Absent:

Call to Order

Mr. Vincent called the meeting to order at 7:37PM.

Mr. Vincent asked for a motion to go into Executive Session to discuss contract negotiations. Mr. Delaney requested that the negotiations be held in open session.

Mr. Vincent stated that the board had only one item to discuss this evening and that was the Town Administrator Contract. He stated that he met with Mr. Delaney and that he would like to move forward and renew Mr. Delaney's contract. Mr. Brennan stated that he had an opposite opinion. Mr. Brennan stated that the Board of Selectmen have never given the Town Administrator a priority list or done a written evaluation as required under the TA contract. Mr. Vincent stated that the board has to set up a priority list.

Mr. Trapani stated that he would like to keep Mr. Delaney as he knows the Town and he does not want to start over with someone new. He stated that the BoS must give him written feedback.

Mr. Vincent stated that Mr. Delaney works hard for the Town. He asked Mr. Delaney for feedback.

Mr. Delaney stated that issues he would like to work on are:

- Priority list-which keeps us focused
- Longer term strategic plan
- A 5-year plan, covering Town Governance, Priorities, Financial issues, Master Plan

Mr. Brennan stated that Union Cemetery, Bylaws, Town Report are his priorities and that they may not be Mr. Vincent's.

Mr. Vincent stated that sometimes he knows what Mr. Brennan is looking for and sometimes he does not. He stated that he would like to have his request in writing and the objective.

Mr. Vincent stated that they lost the Full time Finance Director and that Mr. Delaney wears many hats. He stated that he would like to discuss reinstating the Finance Director Position or an Assistant Town Administrator Position. Mr. Trapani stated that Town Administrator should be Chief Municipal and Chief Financial Position. Mr. Vincent stated that the position should report to the TA not be parallel to. He stated that priorities are an issue. Mr. Brennan stated a list is easy to work with. He stated that the list has to be agreed upon and have dates tied to items. Mr. Trapani stated that the expectation must also be realistic. He stated that the list should be available to all and be updated each Monday meeting.

Discussion on Contract wording

Mr. Vincent also stated that he would like to move the end of the contract to June 30, 2011 so the contract is not ending before Budget and Town Meeting. Mr. Trapani asked Mr. Delaney if he wanted to tie the raise to merit. Mr. Delaney stated that he was okay with that. Mr. Vincent stated that the review should be done by January each year. Mr. Trapani stated that a review with goal setting should be set up.

Mr. Brennan stated that the last contract went for two years should have gone with one year. He stated that to be fair to Mr. Delaney they did not set goals for him. He stated that he will not sign the contract. Mr. Vincent stated that goal setting and performance reviews are an issue and he will get Mr. Brennan and Mr. Delaney together to discuss.

Mr. Brennan stated that you need to pay the position. Mr. Vincent stated that he was not happy that Mr. Delaney was looking at other positions but understands. Mr. Delaney stated that he had to have an option but that he would pull all applications. Mr. Brennan stated that he should never feel stuck and always have an option.

Discussion on performance review and goal setting

Mr. Vincent stated that in the contract the yearly raise under V. Compensation should read "raise to be determined by the Board of Selectmen".

Mr. Trapani moved to approve the renewal of the *Employment Agreement with Stephen L. Delaney as Town Administrator* to extend to June 30, 2011 with the yearly compensation to be determined by the Board of Selectmen. Mr. Vincent seconded the motion.

Mr. Brennan moved to amend the motion for the renewal to extend to June 30, 2008. No second, amendment failed.

Vote on main motion was 2-yes and 1-no the motion was approved.

Mr. Trapani stated that he would work on a template for a project plan and priority list.

Discussion on project list and that a member must take ownership of items that they put on the list.

Board Business

Mr. Vincent stated that on Monday they should discuss the budgets. He stated that tomorrow evening they will meet with Kopelman & Paige for a litigation update.

Mr. Brennan asked the board what they want to do with budgets. Mr. Vincent stated that the BoS could turn over to FinCom or review before. He stated that he would like to have the departments make cuts in areas that they feel they could work with. He stated that he does not want to see an override unless all BoS agree with the override.

Mr. Trapani stated that the State of the Town would be in early March.

Mr. Brennan moved to adjourn. Mr. Trapani seconded the motion and the motion was approved by a unanimous vote.

Meeting adjourned at 9:08PM.

Minutes transcribed by J. Pantano.

Minutes approved January 22, 2008.