

Jennifer Tabakin  
Town Manager

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## TOWN OF GREAT BARRINGTON MASSACHUSETTS

OFFICE OF THE TOWN MANAGER

### SELECTMEN'S MEETING

MONDAY, JANUARY 13, 2014, 7:00 PM

TOWN HALL, 334 MAIN STREET

### ORDER OF AGENDA

#### 7:00 PM – PUBLIC SESSION – BOARD ROOM

##### 1. CALL TO ORDER:

##### 2. APPROVAL OF MINUTES:

- December 2, 2013 BOS and Fin Com Joint Meeting
- December 9, 2013 Regular Meeting
- December 11, 2013 BOS Special Meeting

##### 3. SELECTMEN'S ANNOUNCEMENTS/STATEMENTS:

- A. GENERAL COMMENTS BY THE BOARD.

##### 4. TOWN MANAGER'S REPORT:

- A. FOLLOW UP ITEMS
  - CITIZEN PETITION SUBMITTAL:  
OPENS JAN. 27, 2014 @ 8:30AM; CLOSSES FEB. 5, 2014 @ 4:00 PM
- B. DEPARTMENT UPDATES

##### 5. LICENSES OR PERMITS:

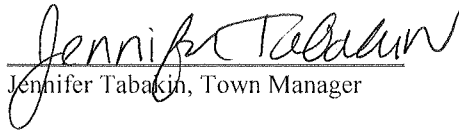
- A. MATTHEW & DARA LEVY/THE GFG CAFÉ FOR 2014 ANNUAL COMMON VICTUALLER LICENSE AT 284 MAIN STREET #9 FROM 7:00 AM – 8:00 PM. (DISCUSSION/VOTE)
- B. JENISE LUCEY/BERKSHIRE SOUTH REGIONAL COMMUNITY CENTER FOR ONE DAY BEER AND WINE LICENSE FOR FEBRUARY 27, 2014 FROM 6:30 PM – 8:30 PM AT 15 CRISSEY ROAD. (DISCUSSION/VOTE)

##### 6. NEW BUSINESS:

- A. BOS – APPOINTMENT TO THE CULTURAL COUNCIL. (DISCUSSION/VOTE)
- B. TOWN MANAGER'S EVALUATION PROCESS. (DISCUSSION)

7. **OLD BUSINESS:**
  - A. UPDATE – PLASTIC BAG REDUCTION BYLAW. (DISCUSSION)
8. **CITIZEN SPEAK TIME:**
9. **SELECTMEN'S TIME:**
10. **MEDIA TIME:**
11. **ADJOURNMENT:**

**NEXT SELECTMEN'S REGULAR MEETING: MONDAY, JANUARY 27, 2014 AT 7:00 P.M.**

  
Jennifer Tabakin, Town Manager

**THIS MEETING MAY BE RECORDED BY MEMBERS OF THE MEDIA.  
THE LISTING OF AGENDA ITEMS ARE THOSE REASONABLY ANTICIPATED BY THE  
CHAIR WHICH MAY BE DISCUSSED AT THE MEETING. NOT ALL ITEMS LISTED MAY IN  
FACT BE DISCUSSED AND OTHER ITEMS NOT LISTED MAY ALSO BE BROUGHT UP FOR  
DISCUSSION TO THE EXTENT PERMITTED BY LAW.**

**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF GREAT BARRINGTON  
APPLICATION FOR COMMON VICTUALLER LICENSE**

**FEE:** \$25.00 (Payable to the Town of Great Barrington) **DATE:** 12/30/13

**NOTICE:**

As provided by MGL Chapter 140, the sale of food for immediate consumption on the premises of the vendor has an intimate relation to the public health, and such activity cannot be conducted without the proper license and permit.

**TO THE LICENSING AUTHORITY:**

The undersigned hereby applies for a Common Victualler License in accordance with the provisions relating thereto:

OWNER(S) NAME: Matthew + Dara Levy  
NAME OF BUSINESS: ~~MCDB Associates~~ dba The GFG Cafe  
D/B/A (if applicable): MCDB Associates dba The GFG Cafe  
BUSINESS MAILING ADDRESS: 60 McArthur St. Pittsfield MA 01201  
BUSINESS TELEPHONE: 413-717-4265 HOME TELEPHONE: 413-262-7383  
LOCATION WHERE LICENSE IS TO BE USED: 284 Main St. #9  
Great Barrington MA 01230

DAYS OF OPERATION: 7 days a week 7a-8p

HOURS OF OPERATION: 7a-8p

DESCRIPTION OF PREMISES: 400 Sq foot Cafe with 3 Bistrot table + 6 chairs inside and the ability to have 2-3 tables + chairs outside in the summer.

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Dara Levy  
Signature of Individual or Corporate Name

By: N/A  
Corporate Officer (if applicable)

SS# \_\_\_\_\_ or FID# [REDACTED]

FEE: \$25.00

DATE: 1/3/14



TOWN OF GREAT BARRINGTON

APPLICATION FOR ONE DAY LIQUOR LICENSE

TO THE LICENSING AUTHORITY:

The undersigned hereby applies for a License in accordance with the provisions relating thereto:

APPLICANT'S NAME: Jenise Lucey

ORGANIZATION NAME: Berkshire-South Regional Community Center

APPLICANT'S ADDRESS: 15 Crissey Rd, Great Barrington, MA 01230

Type of license being Applied for:

ONE DAY BEER & WINE

ONE DAY ALL ALCOHOLIC

EVENT: Taste of Community

DATE: 2/27/14 START TIME: 6<sup>30</sup> pm END TIME: 8<sup>30</sup> pm

LOCATION: 15 Crissey Road

EVENT ON TOWN PROPERTY? Yes  No

IF YES, PLEASE ATTACH CERTIFICATE OF LIQUOR LIABILITY INSURANCE.

In accordance with the rules and regulations made under authority of said Statutes.

Jenise Lucey  
Signature of Applicant

15 Crissey Road Great Barrington, MA 01230  
Mailing Address

413-528-2810 x 32  
Telephone Number

Decision:  
Approved

Denied

Postponed

## EXECUTIVE SUMMARY

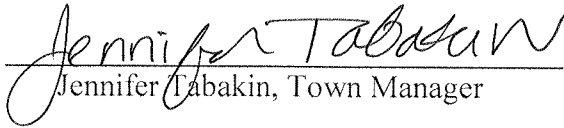
**TITLE:** Appointment of Cultural Council member.

**BACKGROUND:** The Town has advertised for residents to serve as members on the Cultural Council. M.G.L. Chapter 10, Section 58 allows for a membership of at least five and not more than twenty-two to be appointed by the Board of Selectmen. The Cultural Council currently has seven members. At this time there are two (2) vacancies, as two former Cultural Council members requested not to be reappointed when their terms ended on June 30, 2013. Rose Tannenbaum has applied to be a member on the Cultural Council.

**FISCAL IMPACT:** Not applicable; members serve without compensation.

**RECOMMENDATION:** Appoint Rose Tannenbaum for a term to expire on June 30, 2016.

**PREPARED AND REVIEWED BY:**

  
Jennifer Tabakin, Town Manager

**DATE:**

1/10/14

## Helen Kuziemko

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**From:** Rose Tannenbaum <rose@tgo.com>  
**Sent:** Tuesday, January 07, 2014 9:10 PM  
**To:** Helen Kuziemko  
**Cc:** Lee Rogers  
**Subject:** cultural council

Hi Helen,

I would like to be a member of the Great Barrington Cultural Council. I've been invited to join by Lee Rogers and Hilda Banks Shapiro.

Please let me know how to make it official.

thanks,  
Rose

Rose Tannenbaum  
[rose@tgo.com](mailto:rose@tgo.com)  
(413) 528-0328

**BOARD OF SELECTMEN  
POLICIES AND PROCEDURES**

***TOWN MANAGER PERFORMANCE EVALUATION***

**I. PURPOSE**

The Board of Selectmen of the Town of Great Barrington shall conduct a performance evaluation of the Town Manager in a manner defined in the Town Manager's contract or as determined by the Board.

**II. FORMS**

The performance evaluation forms to be utilized are attached. The individual performance evaluation documents done by each Selectmen are considered work products/personal documents and shall not be publicly released. The only document to be released will be the overview document compiling the scores and comments developed by the Chairman.

**III. PROCEDURE**

The following timeline shall be utilized.

<b><i>Reflective on the time period from June 1, 2013 – December 31, 2013</i></b>	
1. A date shall be determined on which the final review shall be made public by the Board.	
2. At least 10 days prior to the public release date, each Board member shall meet individually with the Town Manager to discuss each aspect of the performance review. After the meeting, each Selectman shall fill out the performance review document.	
3. At least 10 days prior to the public release date, each Board is encouraged to meet with members of the town staff to discuss appropriate aspects of the Town Manager's performance review.	
4. No later than 8 days prior to the public release date, each Board member shall turn in their completed forms to the Chairman of the Board. The Chairman shall compile the scores and develop an overview for public release.	
5. 2 days prior to the public release date, the Chairman shall provide a copy of the document to the Town Manager and to the other Selectmen for their review.	
6. The overview shall be released with a prepared statement from the Chairman at a meeting of the Board of Selectmen.	

**Instructions**

A space has been provided for each statement within the performance areas. Check the number which most accurately reflects the level of performance for the factor. If you did not have an opportunity to observe or make a determination on a particular factor, please indicate so in the N/O space.

**Rating Scale (1-4)**

Improvement Needed (1) The Manager's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.

Satisfactory/Acceptable (2) The Manager's work performance consistently meets the standards of the position.

Strong Performance (3) The Manager's work performance is frequently or consistently above the level of a satisfactory employee, but has not achieved an overall level of outstanding performance.

Excellent/Highly Commendable (4) The Manager's work performance is consistently excellent when compared to the standards of the job.

Not Observed (N/O) This rating is used when the reviewer has not directly observed the actions of the Manager. It will not be counted in the compilation of scores.



Town Manager's Performance Evaluation Form - January 2014

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<b>1. Personal/Professional</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/O</b>
a. Is able to resolve difficult problems, manage conflict and work effectively under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is fully knowledgeable and committed to the field of local government management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Acts in a fair and equitable manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Is creative, with the ability to reach for effective and inventive solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Is a person of integrity and honesty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

<b>2. Board Support/Relations</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/O</b>
a. Maintains a professional working relationship with the Board, promoting a climate of mutual respect and trust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Provides quality analysis of policy issues and proposals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Interprets, supports and implements Board decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Keeps Board members informed of issues and activities in Town government and in the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Provides support material and other necessary information to Board members as requested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Responds to requests for action from the Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Listens and understands Selectmen concerns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Works with Chairman to establish agenda that addresses issues in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Works with the Board to develop and implement goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

Town Manager's Performance Evaluation Form - January 2014

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<b>3. Financial Management</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/O</b>
a. Establishes annual budget process and considers needs, goals and priorities as set by the Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Effectively monitors and controls budget expenditures to minimize waste and inefficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Accurately forecasts and reports the Town's financial condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Presents budget information in a manner that promotes full understanding of the issues and needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Manages the Town's debt program to balance the needs of the Town and the rating agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Develops and maintains a long-term financial plan and works with the BOS to develop strategies and direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

<b>4. Personnel Management/Organizational Leadership</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/O</b>
a. Recruits, selects and retains quality personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Regularly evaluates the service delivery and performance objectives of town departments and personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Establishes high standards of performance for all department heads; recognizes, develops and utilizes their leadership abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Effectively delegates tasks and assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Provides leadership in negotiating labor contracts; keeps Board informed of progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Strives to maintain good staff morale and maintains open,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Town Manager's Performance Evaluation Form - January 2014

honest and professional relationships with staff					
g. Develops proposals for cost effective Town operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Encourages trust and mutual respect between staff and Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Encourages coordination and collaboration between Town Departments, Town Committees/Commissions and Boards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

5. Community Leadership/Public Relations	1	2	3	4	N/O
a. Provides leadership within community by being visible and approachable; is responsive to citizen complains; responds promptly to top e-mails and calls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Maintains good communications with many groups and various business communities within the Town	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Maintains effective communication with other communities, municipal organizations, and state agencies to enhance the Town's position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Actively participates in professional municipal management associations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Projects a positive image in the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Keeps citizens informed of current issues in Town government	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Communicates the Board's plans, goals and accomplishments to staff, other committees/commissions and the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Effectively represents the Town in meetings with local business associations, businesses, nonprofits and other community groups and local media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

Town Manager's Performance Evaluation Form - January 2014

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<b>6. Town Operations and Infrastructure</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/O</b>
a. Provides effective oversight and coordination of Town programs and services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Seeks to enhance municipal services and delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Promotes use of technology and innovation in service delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Provides a long-range plan to establish a funding mechanism for capital projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

**Acknowledgement of Receipt**

This is to acknowledge the fact that the performance review was conducted by the Board of Selectmen in accordance with the procedures and that the Town Manager has received the overview document with the compilation of scores.

BOARD OF SELECTMEN

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Date: \_\_\_\_\_

TOWN MANAGER

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Date: \_\_\_\_\_

**Compilation of Scores<sup>1</sup>**

EVALUATOR: \_\_\_\_\_

AREA	#1	#2	#3	#4	#5	TOTAL	/5	EQUALS
1 a	___	___	___	___	___	_____	/5	_____
1 b	___	___	___	___	___	_____	/5	_____
1 c	___	___	___	___	___	_____	/5	_____
1 d	___	___	___	___	___	_____	/5	_____
1 e	___	___	___	___	___	_____	/5	_____
2 a	___	___	___	___	___	_____	/5	_____
2 b	___	___	___	___	___	_____	/5	_____
2 c	___	___	___	___	___	_____	/5	_____
2 d	___	___	___	___	___	_____	/5	_____
2 e	___	___	___	___	___	_____	/5	_____
2 f	___	___	___	___	___	_____	/5	_____
2 g	___	___	___	___	___	_____	/5	_____
2 h	___	___	___	___	___	_____	/5	_____
2 i	___	___	___	___	___	_____	/5	_____
3 a	___	___	___	___	___	_____	/5	_____
3 b	___	___	___	___	___	_____	/5	_____
3 c	___	___	___	___	___	_____	/5	_____
3 d	___	___	___	___	___	_____	/5	_____
3 e	___	___	___	___	___	_____	/5	_____
3 f	___	___	___	___	___	_____	/5	_____
4 a	___	___	___	___	___	_____	/5	_____
4 b	___	___	___	___	___	_____	/5	_____
4 c	___	___	___	___	___	_____	/5	_____
4 d	___	___	___	___	___	_____	/5	_____
4 e	___	___	___	___	___	_____	/5	_____
4 f	___	___	___	___	___	_____	/5	_____
4 g	___	___	___	___	___	_____	/5	_____
4 h	___	___	___	___	___	_____	/5	_____
5 a	___	___	___	___	___	_____	/5	_____
5 b	___	___	___	___	___	_____	/5	_____
5 c	___	___	___	___	___	_____	/5	_____
5 d	___	___	___	___	___	_____	/5	_____
5 e	___	___	___	___	___	_____	/5	_____
5 f	___	___	___	___	___	_____	/5	_____
5 g	___	___	___	___	___	_____	/5	_____
6 a	___	___	___	___	___	_____	/5	_____
6 b	___	___	___	___	___	_____	/5	_____
6 c	___	___	___	___	___	_____	/5	_____
6 d	___	___	___	___	___	_____	/5	_____
OVERALL RATING	___	___	___	___	___	_____	/5	_____

DATE: \_\_\_\_\_

<sup>1</sup> Any "N/O" ratings or blanks will not be counted. The remaining reviewers' scores will be averaged/divided for the "equals" score.