

**TOWN OF GREAT BARRINGTON  
SELECTMEN'S MEETING  
MINUTES  
WEDNESDAY, SEPTEMBER 14, 2011  
4:30 P.M. – FIRE STATION**

**PRESENT:** STEPHEN BANNON  
ANDREW BLECHMAN  
ALANA CHERNILA  
DEB PHILLIPS  
SEAN STANTON  
KEVIN O'DONNELL, TOWN MANAGER

**1. CALL TO ORDER**

Sean Stanton called the meeting to order at 4:30 P.M.

**2. TOWN MANAGER'S PERFORMANCE REVIEW**

Sean Stanton stated that the Town Manager has been presented with a copy of the compilation of the grade criteria of job elements. These include management, supervision, leadership, technical competence, customer satisfaction, advice and information.

He said that Kevin received 67 out of 125, which is a 53.6 grade average.

Kevin O'Donnell replied that there is a new Board, new direction, new challenges and he is developing mechanisms to enhance communication between the Selectboard and the Manager and the Manager to the Selectboard. He said that he will have a detailed response when he gets back from his conference.

Sean Stanton said that there was some confusion about the direction in regards to the Library Director Search Committee. He would like to clarify.

Steve Bannon said that it is important to pass on to the Chair of the Library Board of Trustees that the search should start immediately before she goes out of town. He added that the Library Trustees, as a group, are not involved in the search. It is only the three members who have been chosen for the search committee that are involved.

**MOTION:** Steve Bannon that only the trustees on the search committee should be part of the search process, not all.

**SECOND:** Deb Phillips

Steve Bannon withdraws his motion

Deb Phillips withdraws her second

**MOTION:** Steve Bannon that the Chair of the Library Trustees convenes the search committee when there is a quorum and to designate someone to be chair and vice chair of the committee.

**SECOND:** Andrew Blechman

Steve Bannon withdraws his motion

Andrew Blechman withdraws his second

**MOTION:** Steve Bannon that a date be set to convene the first meeting of the Library Director Search committee when a quorum can be met.

**SECOND:** Andrew Blechman

**VOTE: 5-0**

Andrew Blechman asked if the Board was micro-managing the process.

Steve Bannon responded that they were not. The Board is going through this process because there were so many e-mails that people didn't understand what was said.

Alana Chernila responded that the very nature of this situation is micro-managing. She said that they did not want to do this but had to.

**MOTION:** Steve Bannon that the Library Search Committee, at the first meeting, chooses a chair and vice chair

**SECOND:** Deb Phillips

**VOTE: 5-0**

**MOTION:** Steve Bannon that the Library search committee maintains the number of people and those who have been chosen by the Town Manager and any changes made be done so by the Board of Selectmen.

**SECOND:** Deb Phillips

**VOTE: 5-0**

**MOTION:** Steve Bannon that the Library Search Committee will complete their search and submit their recommendations of no less than 2 and no more than 4 candidates to the Town Manager by December 15.

**SECOND:** Deb Phillips

**VOTE: 5-0**

Deb Phillips asked if the meetings of the search committee are public.

Steve Bannon replied that they are not and only the interviews of the finalists are public.

Deb Phillips said that the search committee will need the open meeting law and ethics documents to ensure that they are running the meetings properly.

Kevin O'Donnell responded that there are enough members of the committee who are aware of the process.

Steve Bannon volunteered to be a 'point person' for the committee when they have questions.

Sean Stanton said that he will communicate with the Karin Beebe about the motions, the need for the search committee members to be sworn in, and that all meetings have to be recorded and produce minutes.

Kevin O'Donnell said that he will make a recording secretary available for the meetings.

Steve Bannon said that the chair of the search committee will need to communicate the meeting dates to the Town Manager ahead of time.

Eileen Mooney asked if the list of questions, that were used to determine the score on the Town Manager's review, were available.

Eileen said that she has found Kevin extremely cooperative and quick to respond to queries.

Sean Stanton responded that only the questions and the score on the review are made public.

### **3. ADJOURNMENT**

On a motion by Steve Bannon, seconded by Deb Phillips, the Board adjourned its meeting at 5:00 p.m.

Respectfully submitted,



Cara Becker  
Recording Secretary