

## MINUTES OF THE SELECTMEN'S SPECIAL SESSION MEETING

September 13, 2006

Present: Selectmen James Galligan, Dennis Crowley, Kent Scott, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectman Richard Dunne arrived at 7:25 p.m. and Glenn Trindade arrived at 7:50 p.m.

7:08 p.m. – Chairman Galligan called the work session to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

**Public Comments:** None.

### **Approval of a One-Day All Alcohol License:**

- Selectman Crowley moved that the Board approve the One-Day All Alcohol License as requested by the Marian Community Center, Inc. for Sunday, September 17 from 3:00 p.m. to 8:00 p.m.; seconded by Selectman Scott; All ayes 3-0-0 (voted).

### **Discussion/review of submitted Fall Special Town Meeting warrant articles:**

- Chairman Galligan indicated that he asked the Administrative Services Assistant to schedule the discussion of warrant articles at the September 19<sup>th</sup> Selectmen's meeting.
- Administrator Kennedy suggested that the Board also invite department and board representatives sponsoring the warrant articles in order to have a more in depth discussion. Administrator Kennedy also stated that the School Committee has withdrawn recently submitted warrant articles and will reserve submission of said articles for another town meeting.
- Chairman Galligan requested that Board members submit a list of questions relative to the warrant articles to the Town Administrator in order for department/board representatives can be prepared for the warrant article discussions scheduled for September 19<sup>th</sup> meeting. Chairman Galligan also brought Selectman Dunne up to speed regarding the warrant article discussion. Selectman Dunne wanted to clarify that the \$1.1 million dollars of supplemental budget funds is not necessarily considered extra revenue, as these funds have been air-marked for dedicated spending on specific projects/issues.

### **Discussion of Town Administrator Goals and Objectives:**

#### ***2005-2006 Goals and Objectives***

- Chairman Galligan directed the Board Members to the Town Administrator Performance Evaluation for the period from July 19 2005 through July 19 2006 that was conducted by four of the five past Board Members. The dimensional categories that the evaluation covered were Business Finance, Leadership & Professional Communication, Staff & Personnel and were determined to be of highest priority and focus for Administrator Kennedy during this period. It was

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further explained that the categories can and should be adjusted in any given year based upon the goals and objectives that are agreed to by the Board and the Administrator. Chairman Galligan explained that Selectman Scott compiled the data and comments as required under his duties of Chairman during said process. Chairman Galligan noted that the Bonus Pool is the recommended amount provided by the previous Board Chairman (Selectman Scott) and is determined according to the total points and score attained from the dimensional categories. According to the total points achieved, the recommended merit increase totals \$8830.00.

- Selectman Scott moved that the Board approve the recommended merit increase as specified by the Town Administrator contract; seconded by Selectman Dunne; all ayes 5-0-0 (voted).
- Administrator Kennedy thanked the Board and noted that she could not have accomplished the tasks without the support of the past and current board members.

### **2006-2007 Goals and Objectives:**

- The Board also discussed the draft of fiscal year 2006-2007 Administrator's goals and objectives dated August 4, 2006.
- Administrator Kennedy stated that she has, again, focused most of the goals and objectives exclusively around financial matters.
- Selectman Dunne stated that he would like to have timely quarterly financial reports.
- Selectman Trindade stated his opinion that the Administrator should be given mid-year goals, then year-end goals as she will be faced with two new staff members and related training issues.
- Selectman Crowley stated that he appreciates the need for the Administrator to focus on the financial matters and respected the financial-based goals and objectives; however, feels that the Administrator needs to have more interpersonal contact with residents. Administrator Kennedy stated that she understands what Selectman Crowley is suggesting and that she would be willing to hold some "Meet and Greet" public sessions.
- Selectman Scott suggested that the Board review the Administrator Evaluation and corresponding matrix and update such.
- It was agreed that Chairman Galligan would coordinate with Board members to evaluate the matrix and update the Administrator's Goals and Objectives for review at a future meeting (perhaps the meeting of October 16). After a brief discussion, it was agreed that Selectman Dunne and Crowley will assist with the task and submit the final recommendations to the Chairman prior the meeting of October 16.

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**Report of the Town Administrator:**

- Administrator Kennedy stated that she has hired a Town Account (Barbara Durand) and Assistant Town Accountant (Nancy Forbes). Both candidates were highly recommended and both have extensive experience in the Municipal Accounting field and will be a great addition to the Town and Finance Department.
- Administrator Kennedy announced that the Administrative Assessor, Britt Hall, has resigned and will pursue another position in the City of Newton as Deputy Assessor. Administrator Kennedy noted that the absence of the Administrative Assessor will impact the issuance of tax bills. Administrator Kennedy will discuss the matter with the Board of Assessors in order to fill the vacancy as soon as possible.
- Administrator Kennedy reported on the status of tax collections. She noted that the Town has collected 95.14 percent for 2007 which reflects a \$280,000 shortfall; and 98.5 percent for 2006 which reflects a \$337,000 shortfall. Administrator Kennedy stated that Treasurer/Collector Phillips is pursuing the collections very aggressively with hopes of bringing down the respective shortfalls. She will continue to update the Board as warranted.

**Reports of the Selectmen:**

- Selectman Scott announced that the Government Study Committee will hold its next meeting on Wednesday, September 27 in Sanford Hall and encouraged interested parties to attend. Selectman Scott also stated that the Government Study Committee meetings are aired live and tapped as well and encouraged residents to watch for the replay on the Town Cable Channel.
- Selectmen Dunne, Trindade and Crowley did not have reports this week.

*9:30 p.m. There being no further business to discuss, Selectman Trindade moved that the regular session meeting be adjourned; Selectman Dunne seconded; all ayes 5-0-0 (voted).*

Respectfully submitted,

Celeste Hanson  
Administrative Services Assistant

**NOTE: APPROVED BY BOS ON**