

Board of Selectmen

Town of Upton



Massachusetts

Board of Selectmen Meeting Minutes
Date: Saturday, 26 Feb 2011
Location: Fire Station, EOC Room
Present: Bob Fleming, Ken Picard

Meeting call to order by Bob Fleming at 9:30AM

Topic of Discussion: The format of the public review of the Town Manager's annual evaluation.

- The Chair will open with:
 - The chair should give an overview of how the evaluation is going to be conducted and what is being evaluated. Why all elements of the Managers Act were reviewed.
 - The chair will comment on why the evaluation is done publicly per MGL.
 - The chair will comment on the importance of the TM position and why a performance evaluation is critical.
 - The message that performance evaluations are important for all employees and effort is needed so they are complete and accurate.
- Each Selectman will discuss with the Town Manager on predetermined task / action item blocks. The discussion should focus on the assigned block but can pull in additional tasks /action items if it helps reinforce the intent/objective of the evaluation. The Town Manager will be able to respond / have dialog with the presenting selectman at the end of each block.
 - Bob Fleming will go first and discuss blocks.
 - Block 1, Block 6, Block 10
 - Ken Picard will go next and discuss blocks.
 - Block 13, Block 20, Block 25
 - Mike Goodwin will go next and discuss blocks.
 - Block 15, Block 23, Block 27, Block 29
 - Ken Picard will present the self-development section, dialog with the TM.
 - Bob Fleming will present the comment section, dialog with the TM.
 - Mike Goodwin will present the next year's goals, dialog with the TM.
 - Mike Goodwin will ask the TM if she would like to make any additional comments and if she would like them added to the evaluation document.
 - Mike will ask Board members if they would like to add anything.
- It was discussed if next year's evaluation should have all the task / action item blocks.
 - Combine core elements, delete standard tasks, status of mutually agreed upon goals.
 - The Board will determine format and content at a future meeting.

Meeting was adjourned at 10:30 PM
