

Selectboard Minutes
4 May 2011

Present: Christopher Ashley (Vice Chair), Roger Blake, Linda Cook, Ed Childs (Chair), Stephen Flanders (Secretary, Pro Tem)

Absent: None

Also present: Peter Webster (excused himself at approximately 7 PM)

Agenda Items Discussed

Chair Childs called the meeting to order at 6:33. (Meeting adjourned briefly from approximately 6:35-6:40 for Childs to receive phone call from Jonathan Vincent, Interim Chair of the Listers)

1. Discussion on 2010 CLA Appeal:

The discussion on 2010 CLA Appeal was tabled, pending the Listers' receipt of further information from the Vermont Tax Department's office of Property Valuation and Review.

2. Working session on Town Manager Review Process:

Selectboard (SB) members reviewed a revision of the Town Manager (TM) performance evaluation form, which contained revisions recommended by the SB in their April 27th meeting. The review included:

- Goals and objectives for the current rating period of 1 December 2010 to 30 November 2011.
- Clarification of the rating "rubric," which gives guidance on identifying when a ratee is eligible to receive a rating of "Excels," "Exceeds," "Meets," "Needs Improvement," or "Fails."
- The signature blocks.
- Periodic review of the TM's job description.

Selectboard members identified changes for Flanders to incorporate into a new draft, which he will provide to the Assistant to the Town Manager for her to distribute electronically to the SB and to include in the May 11th meeting packet.

Cook suggested that Flanders adapt the form to develop a means of TM input to his/her rating that ties into the performance evaluation form and its major goals. Flanders volunteered to provide a draft for review at the May 11th meeting, which he would forward to the SB via the Assistant to the Town Manager.

Ashley and Cook volunteered to collaborate in drafting an anonymous survey of Department Heads, which will contribute input into the performance review process. They expect this to be available for review at the May 25th meeting.

3. Adjournment:

The SB agreed by consensus to adjourn at 8:40.

Approved by the Selectboard on May 25, 2011.

By Steve Flanders

Edwin Childs
Selectboard Chair

Next Regular Meeting – May 11, 2011 at 6:30 PM

Pending Items:

- 1) Review/Revise Town Manager Evaluation Form (5/11/11)
- 2) Schedule Annual Review of Selectboard Approved Policies (5/11/11)
- 3) Charge for Committee to Review Real Property Assessment Functions
- 4) Review Appropriation Letter and Process (5/11/11)
- 5) Update Finance Committee Statement of Purpose (5/11/11)
- 6) Review of Town Plan Document (5/25/11)
- 7) Review Town Manager List of Department Projects/Goals (5/25/11)
- 8) Budget Development (6/8/11)
- 9) Vehicle Acquisition and Replacement Policy (6/8/11)
- 10) Strategic Planning (6/8/11)
- 11) Develop Email Policy (7/27/11)
- 12) Tour of Fire/Police Facilities (8/24/11)
- 13) Review Recommendations for Facilities Improvements at the Fire/Police Facility (8/24/11)
- 14) Evaluate Report from Capital Facilities Planning and Budgeting Committee (9/27/11)
- 15) Evaluate Report from Committee to Evaluate Public Works Department (9/27/11)
- 16) Permits – Interior Building Improvements
- 17) Code of Conduct Policy for Town Manager and Selectboard
- 18) Charge for Committee Reviewing Junk Policies
- 19) Town Boundaries

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