



Select Board

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Select Board Meeting Minutes Meeting via Zoom January 27, 2021

Open Meeting

Quorum present: Roger Kavanagh, Select Board Chair, Eric Shimelonis and Kathleen Keresey, Select Board Members, and Marie Ryan, Town Administrator.

Roger called the meeting to order at 11 AM. He stated that the purpose of the meeting was to discuss the Town Administrator Performance Evaluation. He said that the Performance Evaluation document each of them had been given was a compilation he had created using the performance evaluations prepared independently by each Board member. He asked Marie and the Board members if they had completed reviewing the document and they all confirmed that they had.

He spoke about the purpose of performance evaluations, which are regular (usually annual) occurrences in the public and private sectors. He emphasized that this process allows managers to recognize an individual's accomplishments during the performance evaluation period, to speak about the individual's strengths and to note areas that managers consider opportunities for growth and improvement.

He then gave Marie the opportunity to comment on the content of the evaluation and asked the Board members to do the same. After sharing their respective thoughts about the evaluation, Roger said that the next step in the process, now that collective expectations have been established, will be to create a development plan for Marie that focuses on skill building in areas the group evaluation identified as opportunities for growth and development.

Roger asked if there was any further questions on the evaluation or next steps in the process. Hearing none, he made a motion to adjourn the meeting. Kathleen seconded the motion. A roll call vote was taken.

Eric, Yes Roger, Yes Kathleen, Yes

The motion passed and the meeting was adjourned at 11:50 AM.

Respectfully submitted,

Roger Kavanagh, Chair, Select Board.