

MINUTES

CALL TO ORDER

Meeting called to order by Ms. O’Keeffe at 6:30 p.m.

ATTENDANCE

Present: Alisa Brewer, Aaron Hayden, Diana Stein, Gerry Weiss, Stephanie O’Keeffe

Absent: None

Town Manager Larry Shaffer

Town Staff: Tina Swift

Members of the Public: Cheryl Zoll

OPENING REMARKS/ANNOUNCEMENTS

Ms. O’Keeffe announced that this was to be a brief meeting, addressing only the Town Manager’s FY09 evaluation and FY10 goals, and time-sensitive issues that needed to occur before the next meeting.

PUBLIC COMMENT

Tina Swift, President of SEIU, presented questions to the Select Board on several topics: what form the Select Board’s involvement might take in contract negotiations (to be determined); emergency preparedness issues regarding town buildings (issues like this and what the public needs to know will be scheduled for a future agenda); employee permit parking (to be considered by the Town Manager and the Parking Task Force); and any message she might take back to the SEIU from the Select Board (none at this time.)

SELECT BOARD'S ACTION

Parking Request – Survival Center “Trash to Treasurers” Event

VOTED: unanimously to approve the bagging of ten (10) parking meters on the west side of Boltwood Avenue from 5:00 a.m. Friday, September 11, 2009 through 4:00 p.m. Saturday, September 12, 2009 for the Survival Center’s annual “Trash-to-Treasures” event.

Town Manager’s FY09 Performance Evaluation

Ms. O’Keeffe described the evaluation process and thanked all members of the staff and public who had submitted comment. She explained the documents: a cover memo summarizing the Select Board’s review; a composite evaluation form with compiled ratings; and the evaluation forms submitted by individual Select Board members. The Select Board gave Mr. Shaffer high marks in the areas of Fiscal Management, Relationship with the Board, Long Range Planning, and Community and Intergovernmental Relations. The Board identified Staff and Personnel Relations as an area needing improvement. The Select Board thanked the Town Manager for his work. Ms. O’Keeffe noted next steps: a written response from Mr. Shaffer for the 9/14 meeting and consideration at that meeting of a contract extension. It was noted that the question of extending a contract must occur in open session, while contract negotiations can occur in Executive Session. Also noted: that efforts should be made to increase staff questionnaire participation, (45 were received in 2009, 70 in 2008) perhaps with a different questionnaire or online survey, and with reminders sent, to help boost the return rate. Mr.

Shaffer thanked the Select Board for the evaluation and said it is an honor to work for the Town.
No action taken.

FY10 Town Manager Goals

The draft goals status document was reviewed, with a new goal proposed by Ms. O’Keeffe regarding future plans and recommendations for buildings currently owned by the Town. Suggestions were made. It was decided that Ms. O’Keeffe and Mr. Shaffer would meet to consider the suggestions and prepare what is hoped to be final wording, and to prepare that for formal approval at the 9/14 meeting.

VOTED: unanimously to recommend moving forward with the eight draft goals as presented, with any revisions to be considered at the next meeting.

Committee Appointments

VOTED unanimously to appoint the following to the Puffers Pond 2020 Committee for a term to expire June 30, 2010:

Elisabeth Hamin, Conservation Commission Representative
Briony Angus, Conservation Commission Representative
Aaron Hayden, Select Board Representative
David Webber, Planning Board Representative
Jim Patulak, LSSE Commission Representative
Jennifer Holme
Emlen Jones
Jim Pistrang
Paris Muska
Meg Gage
Evan Shopper

Fall Select Board Plans: Budget Priorities

Ms. O’Keeffe said that determining Select Board budget policies for the Town Manager would be a top priority for the fall, with a deadline to be set soon. She asked the Board to consider if it wants Department Head presentations again this year, and if so, whether a Saturday or weekday would be best.
No action taken.

Fall Select Board Plans: Meet with UMass Representatives

Ms. O’Keeffe suggested inviting various representatives from UMass (new Police Chief Johnny Whitehead, Student Government Association President, etc.) to meet with the Select Board for light refreshments prior to the start of a meeting, rather than the earlier plan of inviting them to appear at a meeting. This would be more friendly, and could lead into a formal agenda item if appropriate.

ACTION: By consensus, it was decided to invite UMass reps to come for coffee and cookies at 5:30 p.m. on October 5, before the start of that evening’s meeting

Fall Select Board Plans: Anticipate Select Board Warrant Article

Mr. Weiss informed the Select Board that there is already a Town bylaw giving Police authority over cars parked illegally in handicapped spaces in private parking lots. The Disability Access Advisory Committee is looking into how to pursue increased enforcement.

No action taken.

ADJOURNMENT

By consensus, the meeting adjourned at 8:22 p.m.

-- Respectfully submitted by Stephanie O’Keeffe