

**Minutes**

**ATTENDANCE**

**Select Board Members:** Stephanie O’Keeffe, Diana Stein, Jim Wald, Alisa Brewer and Aaron Hayden.

**Staff:** Town Manager John P. Musante

Meeting called to order by Ms. O’Keeffe at 6:34 p.m.

**REVIEW AND REVISION OF DRAFT TOWN MANAGER REVIEW DOCUMENTS**

After review and discussion on draft documents, it was agreed Stephanie O’Keeffe would incorporate into the Town Manager performance evaluation memo the additions as discussed, for formal presentation and approval at the August 29, 2011 meeting.

**Special One Day License – UMass Newman Center**

VOTED unanimously to approve the issuance of a Special All Alcoholic Liquor License, as authorized under MGL c138, §14 to R.C. Bishop of Springfield/Newman Center for an event to be held Sunday, August 28, 2011 from 5 – 9 p.m. at the Newman Center, 472 North Pleasant Street, David C. Rondina, Business and Property Manager, pending approval by the Chief of Police.

**Calendar Review – Upcoming Meeting Plans**

Agreed to schedule the next discussion of the committee structure for homelessness and housing issues on September 12, 2011 Dave Ziomek and the rest of the Town's Shelter management team to inform us about the Town's oversight of shelter operations; it will not be an agenda topic for August 29, 2011.

Agreed that all members come to the August 29, 2011 meeting prepared to approve or make final revisions to the Appointed Committee Handbook, so that it can be circulated to committees for their feedback. Current version of the handbook documents were distributed at the meeting.

Stephanie O’Keeffe will try to schedule a new taping of Select Board members urging participation in the Western Mass Saves program for 6:00 p.m. on August 29, 2011 or September 12, 2011; she will confirm the date when it is known.

**ADJOURN**

The meeting adjourned at 7:47 p.m.

Minutes Submitted by John P. Musante and Debra A. Roussel

**List of Documents Presented at the Meeting**

2011-8-22 Agenda

2011-8-22 Draft Motions

FY 11 Town Manager Performance Evaluation Draft Memo

FY 11 Town Manager Evaluation Draft Composite

FY 11 Town Manager Evaluation Brewer, Hayden, O’Keeffe, Stein and Wald

Special License Application - Newman Center

Draft Appointed Committee Handbook Sections