

**SELECT BOARD MEETING**  
**Monday, August 20, 2012 – 6:30 p.m.**  
**Town Room, Town Hall**

**Minutes**

**Select Board**

Present: Stephanie O’Keeffe, Alisa Brewer, Diana Stein, Jim Wald and Aaron Hayden

Absent: None

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

Meeting called to order by Ms. O’Keeffe at 6:37 p.m.

**Town Manager Annual Performance Evaluation - Draft**

Ms. O’Keeffe reported that the only matter before the Select Board this evening was to review and discuss the Town Manager’s evaluation documents, other than the one special license document for approval.

A summary of the annual performance evaluation process was provided. Ms. O’Keeffe indicated she gathers and reviews the individual evaluation forms submitted by Select Board members, and attempts to synthesize those into a draft composite evaluation form and memo. Ms. O’Keeffe noted Mr. Hayden had turned his evaluation in this evening and that she would incorporate into the composite, updating accordingly.

The following areas were brought forth in discussion to be reflected in the final document:

- Encouraging voting and advocacy at Town Meeting, with a notation about time limit sensitivity;
- Excellent crisis management, with the October Storm provided as an example;
- Reference to smooth operations at Town Hall during medical absence;
- More specificity to solar project location in the text; and
- Fine-tuning Goal #5 – Human Resource Assessment references.

It was noted the final draft will be distributed for edit suggestions in advance of the packet with the intent of having the final complete memo ready for approval at the August 27, 2012 meeting.

**Special Licenses**

VOTED unanimously to approve a Special Wine and Malt License for Hurricane Boosters for service at a golf outing/dinner to be held on the grounds of the Hickory Ridge Golf Club Monday, August 27, 2012 from 12:30 p.m. – 8:00 p.m.; Karen Dunn, applicant.

The meeting adjourned at 8:47 p.m.

Submitted by John P. Musante, Town Manager

**List of Documents Presented at the Meeting - Available in the Online Packet for the Meeting Date**

Agenda

Draft Motions

Special License Application Hurricane Boosters Event

Individual FY 12 Evaluation Forms from Ms. Brewer; Ms. O’Keeffe; Ms. Stein; Mr. Wald and Mr. Hayden.

Composite Evaluation Draft

Draft Evaluation Memo