

Workshop
Eliot Select Board
Town Manager Performance Appraisal
October 6, 2016
Conference Room, Town Hall

MINUTES

Attending: Selectmen R. Davis, R. Fernald, J. Murphy and R. Pomerleau

Public: Dennis Lentz

Roll Call: Chairman Davis opened the meeting at 5:30 pm.

The Board discussed the need for an updated Town Manager performance appraisal form that was more comprehensive and applicable than the one currently in use.

The merits of several sample performance appraisal forms provided by Selectman Pomerleau and the Town Manager were reviewed and discussed. There was consensus that Part I of the form from the City of Bangor was best suited to the Board's needs. Selectman Murphy expressed a desire to also include the Summary Form.

One advantage of the form from the City of Bangor was seen as the elimination of the current numbered rating scale (1-5) for a more descriptive rating scale (Exceptional, Commendable, Acceptable, Marginal and Unacceptable).

In order to rate the Town Manager's supervisory skills and employee relations, the Board will develop and provide an "Employee Evaluation of the Supervisor" to all Department Heads and Administration Staff that are supervised directly by the Town Manager. Completed forms will be anonymous and will be reviewed only by the Board in Executive Session. It is recommended by the Select Board that the Town Manager also utilize the "Employee Evaluation of the Supervisor" as part of his annual review of Department Heads.

The Town Manager will also receive a performance appraisal form to complete prior to his review meeting. This gives the Town Manager an opportunity to delineate strengths, weaknesses, challenges, needs, and accomplishments from his perspective.

The Board will take a more active role in defining and reviewing the Town Manager's annual goals. These goals, to be reviewed mid-year, will serve as a more concrete yardstick of accomplishments for the year.

A timeline will be developed for the annual Town Manager Performance Appraisal process.

The Board will meet for a one-hour workshop on October 20 to (1) discuss the timeline for the Annual Town Manager Performance Appraisal process and (2) amend and finalize the Performance Appraisal form for the Eliot Select Board's use.

Adjourn: Selectman Fernald made a motion to adjourn the meeting at 6:22 pm. This was seconded by Selectman Murphy and so voted unanimously.

Date: October 27, 2016



John. J. Murphy, Secretary