

**ELIOT SELECT BOARD WORKSHOP  
OCTOBER 20, 2016  
5:30 – 6:30 PM AT TOWN HALL  
MINUTES**

**RECEIVED**  
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BY: Wendy Rawski  
Town Clerk

Attending: Chairman Rebecca Davis, Vice Chair Roland Fernald, Jack Murphy, Bob Pomerleau and Dana Lee

1. ROLL CALL: The chair opened the meeting and announced all Selectmen present.
2. DISCUSSION OF TOWN MANAGER PERFORMANCE APPRAISAL

Selectman Pomerleau led off by sharing the minor changes he had made to the Bangor City Manager evaluation. These changes included changing any references to City Manager, Bangor, City Council and other references not appropriate for Eliot's needs. He also removed Part 2 as was discussed at the last workshop.

Chairman Davis had marked up the Bangor evaluation form by including some of the best elements of the old evaluation system we had been using. These included adding some verbiage in Core Competencies #1 (Public Relations / positive image / media relations). There was some discussion whether or how the Board would know how well the Town Manager did in this area. After some discussion, it was decided to include it. Competencies 2, 3, 4, and 5 were left as is. Competencies 6 and 7 had some proposed changes (accepts responsibility obtains facts, remains objective, anticipates alternatives and sets goals and provides good supervision) from the old evaluation. The group concurred to include these as well. She suggested that we add in a Number 11 – Select Board Relationships and that we add in the section from the old evaluation on strengths, weaknesses and goals

There was discussion about the timing of the annual evaluation – pre budget season or on Town manager's anniversary date. Decided it would be best to use a wages reserve account and do the evaluation during budget season (December to February for full process). It would begin with a staff / peer review of T.M., as well as T.M.'s own self-assessment (30 days), then an executive session of the Board to review the comments received, then 2 weeks for the Board to write the evaluations / goals, then 2 weeks later meet and perform the evaluation in executive session.

There was further discussion about how to budget any merit pay increase, and whether we would have to ask residents to trust in the conservative use of the reserve funds.

Selectman Fernald made a motion to adjourn the meeting at 6:20 PM. This was seconded by Selectman Davis and was so voted 4 – 0.

Approved 11-10-16  
Dana Lee