

# TOWN OF CHEBEAGUE ISLAND

## BOARD OF SELECTMAN

### SPECIAL MEETING - MINUTES

Wednesday, February 5, 2008 7:00 P.M. (Public Safety Building)

Present: Selectmen Mark Dyer (Chair), Herb Maine (Vice-Chair), Donna Damon (arrived 7:10), Chris Rich and Leon Hamilton.

1. Meeting called to order at 7:08 p.m.
2. Public discussion about structure of personnel evaluation.

*Mark Dyer said that this part of the meeting should be confined to defining the structure of an employee evaluation for the town administrator position. Leon suggested defining a few categories relevant to the position. Herb suggested a portion of the evaluation be dedicated to getting the employee's perspective about the position and that that be done up front.*

*Leon said that the approach should be very simple especially because it's the first time for this position. The town is so new that it should be short and simple. Leon read some suggested categories he had prepared:*

*Management of the town's funds  
Leadership – managing the town office and staff  
Positive attitude toward the board of selectmen  
Accepting responsibility: right or wrong  
Knowledge or ability to gain knowledge*

*Herb reviewed some example evaluation forms for a town manager position taken from the Internet. Three formats were discussed.*

*Leon said that a formal, structured grading system can cause a lot of discomfort and be misinterpreted; he is more inclined to use conversation to get the points across.*

*Mark suggested that instead of using a grading system that the board recognize accomplishments and set goals for the employee.*

*Donna presented a document from the Maine Municipal Association titled: "Employee Evaluations". She described it as a package with a lot of good advice for evaluators. Donna read from sections of the document that included advice to have a clear and structured approach to the evaluation, to guarantee consistency with the job description and that critical events should be addressed as they come up and not as part of the evaluation.*

*Donna also presented and reviewed an employee self evaluation form and a sample salaried performance appraisal (from Peter Lowe).*

*Mark said that the expectations for the town administrator position could be made clearer in the job description. He said his goals were to evaluate the financial management, how the employee interacted, and communicated with the staff, the public, the board and the superintendent.*

*Herb suggested that Mark's Goals, Leon's Categories and Donna's and his examples were pretty close except that the outside sources were much more detailed. He said he agreed with Leon's statement that it should be kept simple and suggested that the selectmen work out an outline. He also suggested that we present a plan for evaluations for the remainder of the town administrator's contract.*

*The selectmen drafted the following outline:*

*Opening statement: to define the evaluation process*

- A. Financial Management
  - a. Accomplishments*
  - b. Goals**
- B. Communication, Interaction and cooperation with:
  - a. Town Staff and employees
    - i. Accomplishments*
    - ii. Goals**
  - b. The Public
    - i. Accomplishments*
    - ii. Goals**
  - c. Board of Selectmen
    - i. Accomplishments*
    - ii. Goals**
  - d. Superintendent
    - i. Accomplishments*
    - ii. Goals***
- C. Job Skills and General Knowledge
  - a. Accomplishments*
  - b. Goals**
- D. Indicate Goals the selectmen had for themselves relative to this position*
- E. Ask the employee evaluate the position relative to the job description and how they believed they were meeting expectations.*

*Mark suggested that the selectmen were ready to discuss specifics.*

**Leon moved to enter Executive Session at 7:46 p.m. pursuant to M.R.S.A. 405(A).**

**Donna seconded.**

**Vote: Unanimous.**

**Exit Executive Session at 10:30.**

**Donna moved to ask Herb to draft an evaluation based on the outline and distribute it to the selectmen. Chris Seconded.**

*Herb asked if the document after review was to be supplied to the town administrator at the evaluation and would it become part of the personnel file for the town administrator. Consensus was that it would.*

*Mark called for a vote.*

**Vote was Unanimous.**

**Herb moved to adjourn meeting.**

**Leon seconded.**

**Vote was Unanimous.**

*Respectfully submitted by Herb Maine*