

TOWN OF ROCKINGHAM  
BELLOWS FALLS VILLAGE CORPORATION

MANAGER REVIEW FORM COMMITTEE  
Tuesday, September 12, 2016

Present: Peter Golec, Josh Hearne, Colin James, Steve Adams

Also Present: Deborah Wright

Call to Order: Meeting was called to order at 6:30 p.m by Peter Golec

Elect Chair: Colin James made the motion to nominate Peter Golec as Chair, motion was seconded by Josh Hearne. Motion carried with James, Adams, Hearne and Golec voting in favor of the motion.

Additions to the Agenda for Routine Administrative Matters and/or Pressing Matters that will require ratification at a future meeting: None

Public Comment on Items not on the Agenda: (3 minutes per person): None

Agenda:

1. Elect Vice-Chair: Josh Hearne made the motion to nominate Colin James as Vice-Chair, motion was seconded by Steve Adams. Motion carried with Golec, Adams, James and Hearne voting in favor of the motion.
2. Elect Recording Clerk: Colin James made the motion to nominate Steve Adams as Recording Clerk, motion was seconded by Peter Golec. Motion carried with Hearne, Adams, James and Golec voting in favor of the motion.
3. Discuss Manager Evaluation Form: After reviewing the forms that Executive Assistant Kerry Bennett was able to obtain and discussing some of the more desirable aspects of them, the committee narrowed the selection down to the forms from the Town of St. Johnsbury and the University of Tennessee Institute for Public Service. They provided a flexible scoring system, more direct questions and individual comments sections.

Deb Wright suggested that the committee contact the Library Board since they have been developing a review form for the last several months, and also using the personnel policy to help populate the form.

The committee will work on pulling desirable information from both of the selected forms and start to put a new evaluation form together for the next meeting.

4. Schedule next meeting: The committee will look to meet again on either 9/27 or 10/3

Other Business: None

Adjourn: Peter Golec made the motion to adjourn the meeting at 7pm, motion was seconded by Colin James. Motion passed.

Submitted by:  
Steve Adams, Clerk