

TOWN OF ROCKINGHAM  
BELLOWS FALLS VILLAGE CORPORATION

MANAGER REVIEW FORM COMMITTEE  
Monday, October 3, 2016

Present: Peter Golec, Josh Hearne, Willis Stearns II, Steve Adams  
Absent: Colin James

Also Present: None

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

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

Approve Minutes of September 12, 2016: Josh Hearne made the motion to approve the minutes of September 12, motion was seconded by Steve Adams. Motion carried with Golec, Stearns, Hearne and Adams voting in favor of the motion.

Public Comment on Items bot on the Agenda (3 minutes per person): None

Agenda:

1. Discuss manager evaluation form & evaluation process: Discussion was primarily around the form from the town of St. Johnsbury as it was the most comprehensive and would just need to have some questions removed to assist in maintaining objectivity during the review process. It was also decided that the Manager would complete the same form as a self-evaluation, which is a common practice to ensure that there was a mutual understanding of objectives between the Manager and the Boards. The process will be that the individual board members will make line item comments on the review form, and then each board collectively will complete the conclusion at the end of the review. Additionally, each review will be signed by the reviewer and comments and/or scores cannot be changed once submitted. Regarding the actual review itself, the committee discussed that it would be best if the review was done in Executive Session with the Manager present, and optionally a Human Resources representative as well. The committee will review the document to see what questions might need to be removed or changed and present these at the next meeting.

2. Schedule next meeting: The committee will look to meet again on 10/17

Other Business: None

Adjourn: Peter Golec made the motion to adjourn the meeting at 7:24 p.m., motion was seconded by Josh Hearne. Motion carried.

Submitted by:  
Steve Adams, Clerk