

IN BOARD OF SELECTMEN  
WEDNESDAY, APRIL 10, 2002  
SPECIAL MEETING

Present: Chairman Lawrence W. O'Brien, Kirsten D. Roopenian and John C. Drobinski, Selectmen.

The statutory requirement for notice having been met, the meeting was convened at 9:00 a.m. in the Goodnow Library conference room, 21 Concord Road, by Chairman O'Brien.

Town Manager FY03 Contract and Performance Evaluation

The first order of business discussed was the performance of the Town Manager for the prior year. The evaluation format was the same as the previous year. The areas of evaluation were the following:

- Relationship with the Board
- Vision and Community Leadership
- General Management and Staff Development
- Financial Management
- Personnel Management
- Personal Qualities and Characteristics

The Board discussed each area of evaluation and presented any strengths, weaknesses or other opinions they had that were pertinent to the topic of discussion. Overall, the Board once again felt that, on a scoring grid of 100%, a job performance score of approximately 93% had been achieved.

Discussion was all positive with a brief foray into Ms. Valente's style when interacting with staff and the public. It was felt that occasionally the style was very direct. After further discussion, it was agreed that this approach, although sometimes very forward, was one of the attributes that the Board liked most about Ms. Valente's style.

The Board discussed and decided that, based on its satisfaction with the job performance for the year concluded, an adjustment was warranted in the compensation provided to Ms. Valente. Taking into consideration the significant adjustment made the prior year, an increase of \$2,500 to Section V: Compensation, Part C, was suggested.

Discussion took place and it was on motion unanimously

VOTED: To amend Section V: Compensation, Part C (deferred savings plan), of the Town Manager's Employment Agreement by amending the amount of \$2,500 annually to the amount of \$5,000 annually, effective July 1, 2002, and to leave all other areas of the Employment Agreement as previously amended.

Chairman O'Brien raised the point with the Board that the Town would be entering the third year of the Employment Agreement with Ms. Valente and needed to decide if an extension was to be negotiated. The Board agreed unanimously that the continued employment of Ms. Valente as Town Manager was a priority. Chairman O'Brien queried the Board on its thoughts about offering an extension of five years rather than the traditional three-year renewal. The Board expressed its agreement on pursuing a five-year extension.

It was, therefore, on motion unanimously

VOTED: To begin discussions with Ms. Valente for a five-year extension of her Employment Agreement with the Town.

At 11:00 a.m., Town Manager Valente joined the Selectmen and the Board reviewed the evaluation with her.

Goal Setting

The hour being late to start the discussion of goal setting, the Board asked the Town Manager to reschedule this subject on another date.

There being no further business, the meeting adjourned at 11:30 a.m.

Attest: \_\_\_\_\_  
Lawrence W. O'Brien, Chairman  
Board of Selectmen

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