

IN BOARD OF SELECTMEN  
WESNESDAY, MAY 26, 2004  
SPECIAL MEETING

Present: Chairman John C. Drobinski, Lawrence W. O'Brien, and William J. Keller, Jr., Selectmen.

The statutory requirement for notice having been met, the meeting was convened at 8:00 a.m. in the Goodnow Library conference room, 21 Concord Road, by Chairman Drobinski.

Town Manager FY04 Performance Evaluation

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

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

The Board discussed each area of evaluation and felt that the Town Manager's performance in all areas was very strong. Particular points that were noted include:

- Financial Management. The Board felt performance was very strong, citing particularly the ability of the Town to avoid operating overrides for two consecutive years without significant loss of services to residents, ability to retain the AAA credit rating, and ability to keep all major cost centers working together.
- General Management Style. Board was pleased with the Town Manager's management style, finding it to be a good leadership process developing participation from bottom up among staff. The Town Manager is well respected among staff, residents, and other boards and committees in Town. The Board notes and supports that the Town Manager is very committed to process in working on projects and issues facing the Town.

The Board felt that the state of the Town under Ms. Valente's direction is very good, and that there is a high level of satisfaction among residents on how the Town is being managed and the direction it is moving. The Board particularly noted that the infrastructure of the Town is improving. The new DPW building, and the work being done on the Flynn Building are the right steps, and planning has been initiated to replace the Police Station and deal with other facility issues. Roads, sidewalks and other public works projects are on the right track as well, and the field shortage situation was being improved.

The Board summarized the Town Manager's evaluation by assigning a high overall rating, on a scoring grid of 100%, a job performance score of approximately 94% had been achieved, which is similar to last year's rating. Overall, the Board expressed a high level of satisfaction with the Town Manager's performance, and a desire to continue to work together with the Town Manager for the future. They also expressed the hope that she will be able to maintain the current positive trends they have observed.

The Board offered the following suggestions to the Town Manager that they felt might contribute to her performance in FY05:

- Work to improve the communication between herself and department heads

- Obtain the goals that other Boards and Committees have set for themselves for FY05 and share that with the Board of Selectmen
- Try to get outside of the office and visit various departments who are in different buildings, to improve her visibility among staff in these buildings
- Try to develop opportunities for residents to spend some time with her, such as the "Lunch with the Town Manager" that she conducted in FY04 for six residents
- Provide more information to the Board on grant or outside funding opportunities that the Town might be able to obtain
- Insure that she take steps to keep the stress of the job from being too much a part of her life, including taking regular vacation time away from the office
- Provide the Board with ideas on Professional Development opportunities for herself that she might find useful and beneficial.

The Board discussed and decided that, based on its satisfaction with the job performance for FY04, a bonus was warranted for Ms. Valente. It was on motion unanimously

VOTED: To award the Town Manager a \$4,700 bonus. In keeping with the contract with Ms. Valente, this bonus can be used as a one-time cash payment, or to augment the benefits received by the Town Manager, such as deferred compensation, or life or disability insurance reimbursement, but will not be added to the base salary. The Town Manager shall notify the Board and the Town Accountant of her decision as to form of payment of the bonus.

#### Goal Setting

The Board reviewed first the "Statement of Values for Determining Goals of the Board of Selectmen" document. Selectman Drobinski suggested that a value statement be created that establishes the Board's intention that the Town will work toward encouraging equality of housing opportunity within Sudbury. The other Selectmen concurred and directed that the Town Manager look to the statement within the Master Plan while drafting a value statement for the Board's consideration.

The Board next reviewed the "Statement of Ethics of the Board of Selectmen". Selectman Keller commented he had perused the document and found it useful as written. The other Selectmen concurred and felt it did not need any additions or corrections at this time.

The Board reviewed the FY04/05 goals that had been voted by the Board of Selectmen on October 21, 2003, with the following suggestions:

- Goal statement 1 should be updated to focus on FY06 and FY07, and should have added to it an emphasis on setting policies as foundations for Sudbury moving beyond the fiscal crisis approach that had been the emphasis of budget process for FY04 and FY05.
- Goal statement 2 should have added to it a mention of the pending legislation.
- Goal statement 3 should be left as is, but action steps need to be formulated at a later time
- Goal four should be changed to continue the work that has been begun
- Goal five should be suspended for the time being, at least until the Sudbury Police Department is fully staffed and ready to take this on
- A new goal five should be drafted to indicate the Board's intention that the significant number of land acquisition decisions facing the Town in FY04/05 should be made/handled in a manner that is consistent with the Town's Master Plan.

The Board directed the Town Manager to draft an updated goals statement to incorporate these items.

The meeting adjourned at 11:00 a.m.

Attest: \_\_\_\_\_  
John C. Drobinski, Chairman  
Board of Selectmen