

IN BOARD OF SELECTMEN
June 15, 2007
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 8:30 a.m. in the Goodnow Library conference room, 21 Concord Road, by Chairman Drobinski.

Town Manager FY07 Performance Evaluation

The Board met to discuss the performance of the Town Manager for the prior year. The Board reviewed the memo from the Town Manager summarizing the accomplishments of the past year, agreeing that the report is an accurate, complete and objective summary of the Town Manager's accomplishments during FY07.

Then the Board discussed the following areas of performance of the Town Manager in the past year, as follows:

Relationship with the Board: This is an area the Board felt was very good. They noted this requires working with three different leadership and communication styles as the Chairmanship changes each year, but that overall she adapts to that and the relationship has been good in each circumstance. One area of particular success is managing the office of Town Counsel. She works to insure the Board is kept apprised of all important information so that they are never taken by surprise by any news.

Vision and Community Leadership: It was noted that Ms. Valente does a good job here, citing in particular that she keeps the Board on track and is pro-active helping them and the Town achieve the goals that have been set. She has achieved a good level of co-operation with other Town boards that leads to positive things happening. Her efforts are balanced between short term and long term activities, and she was able to make some difficult changes in composition of some committees (Historical Commission in particular) and still keep positive relations with those groups. Appointing Jody Kablack as liaison has been helpful in that aspect. The Board continues to feel that it would be good to see the Town Manager more active in meeting with and communicating with residents of the Town during the past year.

Financial Management: The Board felt her performance continued as strong as it has ever been in this area, stating that the budget information gets better each year. The Board expressed satisfaction that the Town Manager creatively manages staff and resources to produce desired results. They note that the time spent on documenting cost savings efforts has been valuable to the taxpayers, and suggest that focusing more on obtaining grant/outside funding would also be a good objective for next year. Finally, the Board noted that the Town Manager seems able to give more of the financial management and budgeting tasks over to staff, enabling her to invest more time in other areas, which is a positive outcome.

Personnel Management: Board noted very strong performance in this area this past year. They appreciate the work that is being done on collective bargaining and how well they are kept informed and has been able to work with the Town Manager to craft the overall collective bargaining strategy. They credit the Town Manager with taking the risk to appoint to department head status some promising in-house candidates, such as Rosemary Harvell and Andrea

Terkelsen, and helping guide their development. They indicate they would like the Town Manager to continue being ready for staff turnover and having the plan in place for replacement as key staff retire or move on.

Personal Qualities and Characteristics: Board remarked on their satisfaction with the relationship between the Town Manager and the two school superintendents, especially with L-S superintendent John Ritchie in the difficult circumstances of this past year. Board is interested in learning about the two-week Senior Executive Training the Town Manager will be attending in mid-July. Board also encourages Town Manager to plan for a sabbatical for herself sometime in the future.

The Board offered the following suggestions to the Town Manager that they felt might contribute to her performance in FY08:

- Begin thinking about succession planning, especially for herself and the senior staff.
- Try to find ways for Sudbury to be receiving more grants or accessing charitable funds to help accomplish our goals and programs.
- Begin developing an overall staffing analysis and plan to be sure each town department has the optimum staffing plan to accomplish its workload and mission.
- Focus on developing an overall Professional Development plan/program for Town staff.

The Board summarized the Town Manager's evaluation by assigning an overall, (rounded to the nearest whole number) job performance rating of 96 out of a possible 100, which is similar to the FY06 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.

VOTED: To have the Chairman of the Board verbally convey to the Town Manager all the above points, so that the minutes of this meeting become her written performance evaluation document, and to attach to these minutes her May 30, 2007 evaluation report.

The Board then discussed and decided that, based on its satisfaction with the job performance for FY07, a bonus was warranted for Ms. Valente, payable in FY08.

VOTED: To award to the Town Manager a \$7,200 bonus, which is 96% of the total \$7,500 bonus pool available. 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.

There being no further business, the meeting adjourned at 10:30 a.m.

Attest: _____
John C. Drobinski, Chairman
Board of Selectmen