

NOV 13 '13 AM 10:42

TOWN OF UXBRIDGE
21 S. MAIN STREET, UXBRIDGE, MA 01569
BOARD OF SELECTMEN'S MEETING MINUTES
BOARD OF SELECTMEN'S MEETING ROOM
FRIDAY, NOVEMBER 8, 2013 – 9:00AM

Received by
Uxbridge
Town Clerk

Present: Chair Tim Rice, Clerk Jennifer Modica, Selectman Peter Baghdasarian and Selectman Lance Anderson. Also present Town Manager Sean Hendricks.

Not Present: Vice Chair Joe Frisk.

I. CALL TO ORDER

Donald J. Lamontagne passed away on Sunday. He worked for the Town of Uxbridge Sewer Dept. as a Waste Water Treatment Plant Operator. He will sadly be missed. His funeral will be held Sat. Nov. 9 from Tancrell-Jackman Funeral Home with a Mass at 10 a.m. in St. Mary's Church. Burial will follow in St. Mary's Cemetery. Calling hours at the funeral home will be Fri. Nov. 8 from 4-8 p.m.

The Veteran's Day Parade is Sunday, 11/10. The parade begins at 2pm. All are welcome to attend.

II. NEW BUSINESS

1. Town Manager Evaluation – The Board discussed the Town Manager evaluation form and timelines. **MOTION: I, Mr. Anderson, move that the Board adopt the form (attached to the minutes). Seconded by Ms. Modica, the motion carried 3-1 (Mr. Baghdasarian opposed).** **MOTION: I, Mr. Anderson, move that the Board complete the evaluation form by 12/15. Seconded by Ms. Modica, the motion carried 4-0. Ms. Modica will compile the information. The Board will continue discussions at its next meeting.**

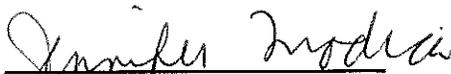
III. ADJOURNMENT

At 10:05AM, Mr. Rice adjourned the meeting.

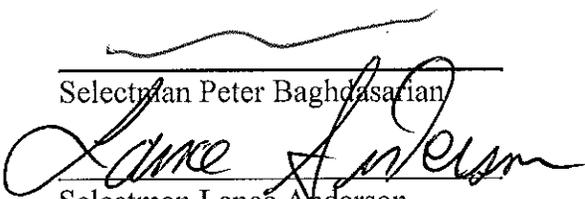
Minutes respectfully submitted by, Tracey Ante
Minutes approved by Board of Selectmen:


Chair Tim Rice

Vice Chair Joe Frisk


Clerk Jen Modica

Selectman Peter Baghdasarian


Selectman Lance Anderson

11/12/13

Date Approved

Uxbridge Town Manager Performance Evaluation (DRAFT)

Instructions: Please rate each statement from 1 to 5 with 1 representing extremely poor performance and 5 representing outstanding/exceptional performance. Any unanswered statement will be scored with a 3 in order to not skew the results. Individual evaluations will be combined and presented as a single Board of Selectmen evaluation by averaging the completed individual evaluations.

1. Sets specific objectives/direction and mobilizes people/resources to accomplish the objectives.
2. Effectively delegates authority to others.
3. Displays flexibility in the day to day performance of job and duties
4. Sets priorities and effectively communicates those priorities to others for execution.
5. Assigns tasks and duties to others that utilize their skill/strengths most effectively.
6. Makes sound decisions under difficult or pressurized circumstances, taking account of time, cost, and personnel factors.
7. Develops a budget with thorough reasoning as to the needs and requirements of all areas within the Town of Uxbridge.
8. Exercises sound fiscal management direction of the financial resources available to the Town of Uxbridge
9. Effectively supervises the activities and accomplishments of Town employees reportable and/or accountable to him.
10. Strives to maintain good staff morale and maintains open, honest, and professional relationships with staff.
11. Provides motivation and guides development of Town Hall staff for an effective performance of their jobs.
12. Performs the functions associated with personnel in the areas of hiring, disciplining, promoting, and firing in a manner which is professional and in the best interest of the Town of Uxbridge.
13. Keeps the Board of Selectmen informed of problems, resolutions, or the status of work in process on key issues of interest to the Board.
14. Maintains a professional working relationship with Boards/Commissions/Committees/town employees promoting a climate of mutual respect and trust.
15. Interprets, supports, and implements the decisions of Boards/Commissions/Committees

16. Offers professional advice, support materials, and other necessary information to Boards/Commissions/Committees

17. The Board of Selectmen established certain Goals & Objectives for the Town Manager. Rank how you feel the Town Manager has performed these goals and objectives. In the event there are no BOS goals, rank how you feel the Town Manager has followed his duties and responsibilities as outlined in the Uxbridge Home Rule Charter.

18. Demonstrates a knowledge of and ability to utilize State and private organizations as a resource for the Town of Uxbridge.

19. Performs functions of Town government with a demonstrated knowledge of Federal and State laws as well as the regulations provided by the Town of Uxbridge through the Uxbridge Home Rule Charter and By laws.

20. Represents the town and acts in the role of Town Manager in a professional manner.

GENERAL COMMENTS:

IDENTIFIED STRENGTHS

IDENTIFIED WEAKNESSES

Tracey Ante

From: Jen Modica
Sent: Monday, October 28, 2013 4:16 PM
To: uxbos; Sean Hendricks
Cc: Tracey Ante
Subject: Town Manager Performance Evaluation
Attachments: Town Manager Performance Evaluation Draft.docx

Attached you will find a draft of the town manager performance evaluation for you to review. I have reduced the statements to rate to 20 and changed the rating scale from 1 to 5. We can discuss the timeframe for the evaluation but it probably would be best to have it completed by mid January for discussion in February. I hope that you will review over the next two weeks so we can have an informed discussion at our next scheduled meeting on Nov 12th.

Jenn