

UNAPPROVED

2016-2017 Selectboard Goals

June 8, 2016

This meeting was called to order by Zeke Goodband at 7:35 p.m. at the Town Offices in Dummerston, Vermont.

Members present: Steve Glabach, Zeke Goodband, Jerelyn Wilson, Hugh Worden, and Joe Cook.

Hugh agreed to review the operation of the Miller Fund, and plans to discuss the matter with Jean Newell and Jean Momaney.

Steve and Hugh will continue their work on improving the bidding process for highway projects.

Most of the discussion was led by Jerelyn, and concerned the Selectboard's ongoing efforts to improve the evaluation process for our three employees, being the highway foreman, selectboard assistant, and zoning administrator.

Annual evaluations should be preceded by updating job descriptions, which change over time. Matters addressed at annual evaluations should not come as a surprise to employees. Issues should be addressed as they arise over the course of the year.

Annual evaluation forms for our employees are being developed. Selectboard members will be assigned as point persons for our employees, and provide them with regular opportunities for conversation and periodic feedback concerning their performance. All of the members of the Selectboard will fill out evaluation forms for each employee at the time of the annual review. These will be consolidated into one form in executive session. The written evaluation will then be discussed with each employee in executive session.

This matter will be on the agenda for our meeting on June 22nd.

There being no other business to come before the Board, the meeting was adjourned at 8:05 p.m.

Approved

Zeke Goodband, Chair

Joe Cook, Clerk

Submitted by: Joe Cook, Clerk