

# BOARD OF SELECTMEN – TOWN OF NATICK

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## **MEETING MINUTES**

**NATICK POLICE DEPARTMENT COMMUNITY CONFERENCE ROOM**

**JANUARY 31, 2019**

**6:00 PM**

**PRESENT:** Chair Amy K. Mistrot, Vice Chair Susan G. Salamoff, Clerk Michael J. Hickey, Jr., Jonathan H. Freedman, and Richard P. Jennett, Jr.

**ALSO PRESENT:** Fire Chief Michael Lentini and Karen Adelman-Foster, Member of the Public

The Chairman called the meeting to order at 6:05 p.m., noting that a quorum was present and that the meeting had been duly posted.

### **ANNOUNCEMENTS**

None.

### **CITIZEN'S CONCERNS**

None.

### **DISCUSSION AND DECISION**

Discuss Fire Chief Evaluation Process: Ms. Mistrot reviewed with the Board and Chief Lentini that, per Art. 24, sec. 15.3 of the Town Bylaws, and the terms of his Employment Agreement, the Town Administrator must take the lead on the review/evaluation of the Fire Chief's performance. Board members reviewed roles and responsibilities relative to setting compensation and the timing thereof. The Board and the Chief were cognizant of the fact that the Chief did not assume command of the Fire Department until March, 2018, and that Ms. Malone did not officially become the Town Administrator until June, 2018, so there would be a need for the Board to work with Ms. Malone to set some reasonable expectations in terms of what can/should happen given the limited overlap and abbreviated review period. Ms. Mistrot was to email the relevant documents to Karis North, Town Counsel, to review the Charter and contract language in comparison to the Strong Chief statute to ensure that Natick's process is appropriate and ensured the Chief that he will receive both a valid review and goal development process. Chief Lentini left the meeting at 6:20 following this discussion.

Discuss Town Administrator Evaluation: The Board confirmed their prior agreement of November 28, 2018 that the Town Administrator's evaluation would be based principally upon the consensus list of goals and priorities that Ms. Mistrot had shared with Ms. Malone prior to her arrival in June, 2018. The Board then confirmed the intent to use the same or similar evaluation tool as used by the Board in the recent past (which tool prompts Board members to assign numerical ratings (1-5) to a series of review categories).

As a related matter, Mr. Hickey noted that the Board also needed to formalize the 2019 goals, as agreed to at the November 28, 2018 meeting. The Board agreed to target February 28, 2019 to formalize the 2019 goals, but it was confirmed that the 2019 goals were substantially communicated to Ms. Malone at the November 28, 2018 meeting (essentially, an updated version of the June, 2018 goals and priorities referenced above).

Returning to the discussion of the current evaluation, Ms. Mistrot asked Board members whether there was interest in soliciting a "self-evaluation" from Ms. Malone. Board members expressed such an interest, and it was agreed that Ms. Malone would be invited to provide such a self-evaluation. Ms. Mistrot then inquired as

to whether there was interest in soliciting feedback from Town staff (Ms. Malone's direct reports or other Town stakeholders). Board members expressed an interest in that sort of feedback, but felt that this would be difficult to manage and could become problematic, so it was agreed not to pursue.

The Board then reviewed the evaluation tool approved by the Board in 2014 and amended in 2015 and discussed where revisions were warranted. Minor word choices were substituted, more specific language was incorporated for 5F under Community Leadership, item 7A under Financial Management was separated into two individual items - 7A and 7B - to reflect a priority for each intended action, and it was determined that Ms. Mistrot would develop an initial draft to quantify goals for inclusion in element #9, Progress on Goals, that she would then share with Mr. Freedman for review before dissemination to the full Board.

The following schedule was determined to complete the Town Administrator evaluation process.

- 2/2 Ms. Mistrot and Mr. Freedman to finalize element #9 before sharing the full evaluation document with Ms. Malone and each Board member.
- 2/10 Ms. Malone's self-evaluation due to the Board
- 2/13 Individual member evaluations due to Ms. Mistrot, from which she will create a draft consensus document for Board review.
- 2/16 Draft consensus evaluation due to Board members
- 2/21 Board meets to confirm draft consensus document is representative of the Board's majority perspective. Process and timing for delivery of evaluation with Ms. Malone to be confirmed.

#### **SELECTMEN'S CONCERNS**

None.

#### **ADJOURNMENT**

On a motion by Mr. Hickey, seconded by Mr. Freedman, the Board voted unanimously to adjourn the Board of Selectmen's Meeting at 8:20 p.m.

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Michael J. Hickey, Jr., Clerk

Submitted by Michael J. Hickey, Jr., Clerk and Amy K. Mistrot, Chair

January 21, 2019 Board of Selectmen Meeting Minutes Approved by the Board of Selectmen on \_\_\_\_\_.

**No documents were used at this Board of Selectmen's meeting.**