BOARD OF SELECTMEN
Working Session
Town Hall Meeting Room
8 West Common Street, Topsfield
Tuesday, June 28, 2016
4:00PM

MEETING MINUTES

Board members present, in addition to Chairman J. Stephen Lais, were Selectmen Boyd Jackson, Mark Lyons and Martha Morrison. Selectwoman Laura Powers was not present. Of the Selectmen's staff, Susan Sordello was in attendance.

CALL TO ORDER: The meeting was called to order by Chairman Lais at 4:05pm.

WORKING SESSION BUSINESS:

To discuss Town Administrator's performance review and evaluation.

There was a general discussion regarding the evaluation process and time frame. Board members comments on the Town Administrator's performance were discussed. The Board agreed on a final performance appraisal which will be reviewed with Town Administrator, Kellie Hebert on June 30, 2016. Selectman Lyons made a motion to approve the revised document, seconded by Selectman Jackson; so voted 4-0.

ADJOURNMENT: Motion to Adjourn by Selectman Morrison. Seconded by Selectman Jackson; so voted 4-0.

The meeting was adjourned at 5:21PM.

Respectfully submitted,
Susan D.F. Sordello
Assistant to the Board of Selectmen
And Town Administrator

Approved as written at the July 11, 2016 Board of Selectmen's meeting.

Per the Open Meeting Law, the documents that were either distributed to the BOS before the meeting in a packet, or at the meeting were:

1. Agenda
2. Town of Topsfield Performance Review
3. Steve Lais input document regarding K. Hebert performance
4. Town Administrator Performance Evaluation (compilation by M. Morrison)