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**Board of Selectmen**  
**Minutes of January 22, 2019**  
**Workshop**

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**I. Call to Order**

Chairman Vispoli called the meeting of the Board of Selectmen to order at 7:01 P.M. in the 2<sup>nd</sup> Floor Conference Room located at Town Offices. Present from the Board: Annie Gilbert, Chris Huntress, Paul Salafia, Laura Gregory, and Alex Vispoli. (Laura Gregory participating remotely)

Also present: Town Manager Andrew Flanagan, Deputy Town Manager Michael Lindstrom, and Town Clerk Austin Simko. The meeting was duly posted and cablecast live.

**II. Opening Ceremonies**

**1. Moment of Silence/Pledge of Allegiance**

The meeting began with a Moment of Silence followed by Pledge of Allegiance.

**III. Regular Business of the Board**

**A. Town Manager's Annual Review**

The Board is chartered to provide an annual review of the Town Manager. At the beginning of the year the Board and Town Manager establish goals/objectives for the upcoming year and the Town Manager provides an update on the goals at the mid-year review in the fall. At the end of the year, the Board uses an assessment instrument to assess the goals along with a narrative portion which the Town Manager presents. The Board goes through a system of rating topics from 1-5, after which the Human Resource Director, Candace Hall takes all ratings from the Board and creates a composite. Each topic has 4-6 components. The Board will vote to agree on final numbers at the end of this session.

Rating topics: 1=unsatisfactory, 2 =improvement needed, 3=meets expectations, 4 =exceeds expectations, and 5=excellent.

Chairman Vispoli read the composite of the Board's commentary for each topic while Paul Salafia read the questions the Board was asked to respond to.

<u>Topics</u>	<u>Composite Score</u>
1. Personal Characteristics	4.16
2. Professionalism	3.98
3. Public Relations	3.4
4. Board Support	3.56
5. Community Leadership	3.9
6. Organizational Leadership/Personnel Management	3.58
7. Financial Management	3.93
8. Planning & Organization	3.80
9. Progress towards 2018.2019 Goals & Objectives	

Communication and flow of information is key to maintaining a climate of trust between the Board and the Town Manager. The Town Manager has created a new team of professional top notch personnel that has brought energy to the leadership team.

The Town Manager was recognized for his dedication to supporting a long-term financial plan, his outstanding budget presentations, and collaboration with all Boards. He employs sound fiscal management, effectively monitors the budget, and provides information to help the Board facilitate decision making. Andrew keeps the Board well prepared for town meeting and establishes appropriate goals for planning and organizing including long term operation planning. The Tax Summit he presented at the December Triboard was very informative. Andrew received high marks for his handling of the major initiatives i.e. Ballardvale Fire Station, renovation of the Senior Center, and his collaboration of the School Building/Renovation of Andover High School, and also for his professionalism throughout the Columbia Gas Incident.

The information sessions for the Historic Mill District, improvements for the Downtown Parking, and the Senior Center, have all been well attended and the public is excited to participate, which speaks to the fact that the Downtown has been made a priority and there is a palpable sense of excitement around where the Town is going. Having riverfront access to the Merrimack River is still going forward. Albeit, the river and open space issues have been rather quiet, they hope going forward to highlight some of those efforts.

Annie's scores reflect her time on the Board that has not yet included the budgetary experience. It was noted that the evaluation period should mirror the fiscal year which the Board will look into how to do that. The Overall Composite Performance (each member provides a rating at the original criteria as mentioned), for the Town Manager is a rating of 4.

The Board recognized the Town Manager's strengths which are economic development, his tenacity with the North Reading Water Agreement, prudent planning, exemplary leadership communication, strategic approach to capital needs, resilience and creativity, good hiring procedures, outreach to the community, work ethic, and handling of large complex issues.

Suggestions included: Improved communication with all departments, maintaining a keen eye on work/life balance. Continue to work on follow-up to citizen inquiries and track results. Build a budget that reduces tax rate, ensure that the Board is informed of issues and events in a timely manner, seek educational opportunities for himself, and to clarify to the Board how the he is handling competing CIP interests.

The Town Manager is thankful for the time the Board has put into the process.

Paul Salafia moved to accept the evaluation document review as amended. The motion was seconded by Chris Huntress. Roll call: P. Salafia-Y, L. Gregory-Y, A. Gilbert-Y, C. Huntress and A. Vispoli. Motion approved on a vote of 5-0.

#### **IV. Executive Session**

Paul Salafia moved that the Board adjourn from Open Session to convene in Executive Session for Purpose 2: to conduct strategy sessions in preparation with nonunion personnel (Town Manager) and not to return to Open Session. The motion was seconded by Annie Gilbert.

Roll call: Annie Gilbert, Chris Huntress, Paul Salafia, Laura Gregory, and Alex Vispoli.  
Motion approved 5-0.

**V. Adjourn**

The Board adjourned from the Workshop Meeting of January 22, 2019 at 7:57 P.M. on a motion by Chris Huntress and seconded by Annie Gilbert.

Roll call: Annie Gilbert, Chris Huntress, Paul Salafia, Laura Gregory, and Alex Vispoli.  
Motion approved 5-0.

Respectfully submitted,

Dee DeLorenzo  
Recording Secretary

Documents: