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MINUTES
TOWN OF BELMONT
BELMONT MUNICIPAL LIGHT BOARD
BELMONT HIGH SCHOOL
CONFERENCE ROOM
Monday, May 8, 2017
5:00PM

I. CALL TO ORDER

Chair Williams called a regular session of the Municipal Light Board (MLB) to order at 5:11 P.M.

Present:

MLB – Chair Jim Williams, Vice Chair Mark Paolillo, Member Adam Dash

Belmont Light – General Manager Jim Palmer, Staff Aidan Leary

Interim Town Administrator Phyllis Marshall

Director of Town HR Jessica Porter

Town Counsel George Hall

II. DISCUSSION ON GENERAL MANAGER 2016 PERFORMANCE REVIEW & CONTRACT RENEWAL

Williams discussed the process for completing Palmer's 2016 Performance Review. The review should have been done in February but had been delayed. This review would be for the calendar year 2016. Williams said that he had been talking with Marshall and Porter about conducting a 360-degree review. The 360-degree review would ask for reviews from managers, in this case Williams and Paolillo, and those in Town with whom Palmer interfaces, including Town Treasurer Floyd Carman, Town Clerk Ellen Cushman, Energy Committee Chair Roger Colton, Light Board Advisory Committee (LBAC) Chair Steve Klionsky, LBAC Vice Chair Mark McVay, LBAC Member Ralph Jones, and Palmer's direct reports.

Williams stated that while the previous year's performance review for Palmer was conducted by Walter Foskett, Counsel for Belmont Light, and Patricia McGovern, HR Consultant for Belmont Light, at Town Counsel's suggestion, the current performance review should be conducted by the Town. Hall added that matters dealing with the General Manager's contract are Town functions, not Belmont Light functions and the Light Board should have independent advice,

separate from Belmont Light. Williams said that he had asked Marshall to manage the review and Porter to aide Marshall.

Porter laid out her suggested process for the 360-degree review. She had distributed a form to the Board which could be sent to the recipients previously mentioned. Since the idea is for a 360-degree review to be anonymous, Porter suggested that the review forms be funneled through herself and that she would collate the information, tabulate the responses, and share the results with Palmer and the Board. Williams asked whether there would be room for open comments on the form. Porter responded that the form was set up as checkbox but that area for comments could be added.

Dash asked about the timeline for the review process, since Palmer's contract had been extended through July 31, 2017. Williams suggested that ten days would be enough, since the form was checkbox and comments. Paolillo and Dash agreed.

Paolillo suggested that, as he had previously done, Palmer submit a self-review that outlines his accomplishments for the year. Porter distributed another form which she believed would be helpful in that regard. She said this form included a section for tracking goals throughout the year and encouraged a discussion between reviewer and reviewee on those goals. Williams asked if this form could be used by the Town for other positions. Marshall responded that it would not be appropriate for department heads, since they report up to the Town Administrator but the form could be used by the Board of Selectmen to review the Town Administrator. Palmer stated that Belmont Light had used the form in question for a number of years as a performance review tool for employees. He said that he and Leary had tweaked this form and made it more executive-focused for the previous year's performance review. The Board agreed to use the same form as last year.

The Board confirmed the list of recipients for the 360-degree review forms, including those listed previously. Williams said he would like to add Board of Assessors Chair Robert Reardon to the list because of the completion of the Blair Pond Substation.

Paolillo moved to adopt the 360-degree review and evaluation as outlined by the Chair of the Light Board and the Director of Human Resources for the Town. Dash seconded the motion and the motion was approved with a vote of all in favor (3-0).

III. ADJOURNMENT

The Board moved to adjourn at 5:25 PM.