TOWN OF HOPKINTON
Board of Selectmen
MINUTES OF MEETING
July 12, 2011

A meeting of the Hopkinton Board of Selectmen was held on Tuesday, July 12, 2011 at Town Hall, 18 Main Street, Hopkinton, Massachusetts. Selectmen present: Todd Cestari, Michelle Gates, Ben Palleiko, and John Mosher. Brian Herr was absent. Officials present; Town Manager Norman Khumalo, Operations Assistant Geri Holland, Fire Chief Ken Clark, Police Chief Rick Flannery, DPW Director John Westerling, Human Resources Director Maryrose DeGroot, Treasurer/Collector Maureen Dwinnell and Parks & Recreation Commission Chair Ken Driscoll.

CALL TO ORDER: The meeting was called to order in Room 211 at 6:00PM. **MOTION** by Mr. Mosher to go into Executive Session for the purpose of approving Executive Session minutes and discussing contract negotiations, litigation and real property; and to allow Mr. Khumalo and Mrs. Holland to participate. **SECONDED** by Mr. Palleiko. **ROLL CALL:** Mr. Cestari– Yes, Mr. Palleiko–Yes, Mr. Mosher-Yes, Mrs. Gates-Yes. **VOTE to Approve: Yes-4, No-0, Absent-1.**

RE-OPEN PUBLIC SESSION: The Public Session was re-opened in Room 215 with the Pledge of Allegiance at 6:30PM. Chairman Cestari reviewed earlier proceedings.

PUBLIC FORUM: ►Mrs. Mary Pratt of 109 Fruit Street reported that there is state Senate bill to ban the use of benzyl in the manufacture of toys. She said she would contact Representative Dykema to get support for the bill in the House as well. ► Mr. Tim Kilduff of 45 Forest Lane thanked the Board and other Town officials for receiving the delegation from Xiamen, China earlier in the month. The delegation sought logistical guidance from Hopkinton with regard to the Xiamen Marathon. Mr. Kilduff presented the Board with a gift from the delegation.

ACCOMPLISHMENTS: ►Mr. Mosher announced that the Hopkinton Fire Department received an Assistance to Firefighters Grant for $202,274.00 from the Federal Emergency Management Agency to replace aging self-contained breathing apparatus with state of the art equipment. The funds can also be used to standardize the equipment with some of Hopkinton's mutual aid communities. ►Police Chief Flannery acknowledged the efforts of nine officers who volunteered their time for the Sharon Timlin Memorial 5K Race on June 18. The event raised $130,000.00.

CONSENT AGENDA: Items contained in the Consent Agenda included: a) approval of the 5/2/11 and 5/3/11 Public Session minutes (Mrs. Holland requested that the June 28, 2011 minutes be tabled); b) acceptance of gifts for the Ambulance Gift Account in memory of Charles Zettek for $25.00 from Mary Pratt and in memory of Les Clark for $100.00 from Maxine Adams; and a $100.00 gift from Carol Tedstone for the Hopkinton Public Library Gift Account; c) the appointments of Tom Coburn to the Marathon Committee for a three-year term to 2014, Michael Girardi and Austin Spang to the Historic District

Commission for three-year terms to 2014, naming a designee and an alternate to the MetroWest Regional Transit Authority for FY2012, and naming a designee to the Metropolitan Area Planning Council for FY2012; d) approval of a parade permit for Carpenters Local #475 to hold a boot drive for the Jimmy Fund on August 27; and e) the appointments of Election Workers for one-year terms effective August 15, 2011 to August 15, 2012. Mr. Palleiko requested that item c) be separated for discussion. Mrs. Gates asked that item d) be held aside also. **MOTION** by Mrs. Gates to approve items a, b, and e of the Consent Agenda **SECONDED** by Mr. Palleiko. **VOTE to Approve: Yes-4, No-0, Absent-1. MOTION** by Mr. Palleiko to approve the appointment of Tom Coburn to the Marathon Committee **SECONDED** by Mrs. Gates. **VOTE to Approve: Yes-4, No-0, Absent-1. DISCUSSION**: Mr. Palleiko referenced the recent vote by the HDC to not support the expansion of the Library and said the Committee operates under a state bylaw that gives it a lot of latitude in determining what can and can't be built or altered within the Historic District. Because HDC members are appointed, voters have no recourse if they disagree with HDC decisions. Mr. Palleiko maintained that the HDC issued in substance what appeared to be a final decision to a proposal that hadn't been submitted yet in an attempt to influence the process. He said the Town is now in a position where it is likely that the HDC will not issue a permit if and when the Library Trustees apply for one. As the Board of Selectmen is the authority overseeing appointments to the HDC, the two entities may end up litigating against each other, with the Town bearing the cost. Mr. Palleiko suggested that the HDC does not serve the wishes of the entire Town, but focuses on those residents within the Historic District. He said the HDC and the Town would benefit by appointing someone who would bring a new attitude to the body. Chairman Cestari said the discussion should be suspended until after the public hearing.

PUBLIC HEARING: ADMINISTRATIVE ORDER CLARIFYING THE MEMBERSHIP OF THE BOARD OF LIBRARY TRUSTEES – 7:00PM: **MOTION** by Mrs. Gates to open the public hearing **SECONDED** by Mr. Palleiko. **VOTE to Approve: Yes-4, No-0, Absent-1.** Mr. Khumalo said the order is an administrative measure to help the Town establish a record reflecting the composition of the Library Board of Trustees. The original April 16, 2010 order provided for three members and stated that if the Library was conveyed to the Town as a gift, there may be conditions and provisions outlining the election of trustees. The deed approved for the Library provides for five trustees. The hearing was properly advertised and no comments have been received from residents. Mr. Khumalo said all requirements have been met and the order has been reviewed by Town Counsel. Mrs. Gates asked if the order should have been approved prior to Annual Town Meeting and asked when the deed was filed at the Registry. Mr. Khumalo said a scheduling problem prevented the order from being considered before ATM. He will get back to Mrs. Gates regarding the deed. **MOTION** by Mr. Palleiko to close the public hearing **SECONDED** by Mrs. Gates. **ROLL CALL: Mr. Mosher-Yes, Mrs. Gates-Yes, Mr. Palleiko-Yes, Mr. Cestari-Yes. VOTE to Approve: Yes-4, No-0, Absent-1. MOTION** by Mr. Palleiko that the Board of Selectmen accept the changes as outlined in the administrative order that was published as the notice of the public hearing **SECONDED** by Mr. Mosher. **VOTE to Approve: Yes-3, No-0, Absent-1, Abstained-1 (Mrs. Gates).**

HDC DISCUSSION continued: Mrs. Gates read a prepared statement, saying the HDC responded to residents and abutters of the Library, many of whom felt left out of the design process. She said their concerns were justified and questions remain as to the finality of the design presented in the grant application. She said the HDC responded to its constituents and conducted a hearing at which residents and abutters participated shortly before ATM. Mrs. Gates suggested that public hearings need to be held in a more timely fashion and that the Board of Selectmen may have provided more guidance to the HDC earlier in the process. She supported reappointing Mr. Girardi. Mr. Palleiko responded that he was informed that only HDC members were present at the first meeting and that the stated goal of the meeting was to vote not to support the Library expansion. He said that all residents of Hopkinton are HDC constituents, not just those residing within the HD. Mr. Mosher said the design process for the Library project has been one of the most publicized, coordinated efforts in Town. He said a substantial effort was made to involve as many people as possible. He said the press release issued by the HDC announcing its decision was an unpleasant way to get the information, but maintained that nothing was done in violation of open meeting rules. Mr. Mosher added that the person up for reappointment has a solid record of public service and good attendance. Mr. Palleiko responded that there is a pervasive attitude among HDC members that suggests a systemic problem. Claire Wright of the HDC stated that all meetings were duly posted in accordance with open meeting laws and that the gatherings were indeed meetings, not hearings. **MOTION** by Mrs. Gates that the Board of Selectmen reappoint Michael Girardi to the Historic District Commission for a three-year term ending in 2014 **SECONDED** by Mr. Mosher. **DISCUSSION**: Mr. Mosher said the entire episode should serve as a catalyst for providing training to volunteers on Town boards and committees meant to result in more productive working relationships among these groups. Mr. Palleiko said he has no issue with Mr. Girardi but feels new blood is needed on the HDC. **VOTE to Approve: Yes-3, No-1 (Mr. Palleiko), Absent-1.** Chairman Cestari said that Mr. Herr expressed interest in serving on the MetroWest Regional Transit Authority and asked the Board if anyone else wished to be the designee. With no one responding in the affirmative, Chairman Cestari recommended Mr. Herr as the MWRTA designee. **MOTION** by Mrs. Gates that the Board of Selectmen appoint Brian Herr as the MWRTA designee **SECONDED** by Mr. Mosher. **VOTE to Approve: Yes-4, No-0, Absent-1. MOTION** by Mr. Mosher that the Board of Selectmen appoint Michelle Gates as the designee to the MAPC, with Land Use, Planning and Permitting Director Elaine Lazarus as an alternate **SECONDED** by Mr. Palleiko**. VOTE to Approve: Yes-3, No-0, Absent-1, Abstain-1 (Mrs. Gates).**

HIGH SCHOOL REFUNDING PROJECT: Mr. Khumalo recognized Treasurer/Collector Maureen Dwinnell and Kim Pare and Lisa Dickason of UniBank as the team which brought about the project's success. Ms. Pare said she and her colleague served as aiding in debt structuring and as a liaison between the bond counsel and the Town. They reviewed existing debt for refunding opportunities and Ms. Dwinnell constantly monitored debt for such opportunities. Ms. Pare attributed Hopkinton's AA+ bond rating to several factors; including the Town's stable economy, access to Greater Boston for employment opportunities, strong household income levels, low unemployment, low debt burden, and debt amortization. The Town will realize an

excluded savings of $870,630.40 and total savings of $2.3 Million over the life of the bonds. Ms. Dwinnell confirmed that this will enable the Town to lower the tax rate. **MOTION** by Mr. Palleiko that the Board of Selectmen vote to approve the refunding of the general obligation bonds as specified in the document provided to the Board on July 12, 2011 **SECONDED** by Mrs. Gates. **VOTE to Approve: Yes-4, No-0, Absent-1.**

CONSENT AGENDA continued: Discussion resumed with Item d), the parade permit request from Carpenters Local 475. Fire Chief Clark confirmed for Mrs. Gates that the Hopkinton Fire Department conducts its own boot drive. Mrs. Gates asked if the Local 475 was affiliated with Hopkinton. Mrs. Holland responded that the Local 475 has been approved for the event in the past. Chairman Cestari expressed concern that the HFD's drive won't be as effective if the Local 475 has one the weekend before. Mr. Khumalo noted that Town Counsel advises treating all applications the same. **MOTION** by Mrs. Gates to approve the parade permit for the Carpenters Local 475 to conduct a boot drive to benefit the Jimmy Fund on Saturday, August 27 **SECONDED** by Mr. Palleiko. **VOTE to Approve: Yes-0, No-4, Absent-1. The vote failed.**

FIRE CHIEF AND POLICE CHIEF EVALUATIONS: Work session scheduled for July 26.

NEW BUSINESS: ► Mrs. Gates expressed concern about several vacant homes on Main, West Main and Cedar Streets with missing doors, broken garage doors, etc. She said children and or animals might get inside. Mr. Khumalo agreed to follow up with the Building Inspector to see what can be done.► Mrs. Gates inquired about the Employee Handbook. Mr. Khumalo said it will be ready in the next week.►Chairman Cestari asked what the process is for accepting work on the roads. Mr. Khumalo will follow up with the DPW.

LIAISON REPORTS: ►Mr. Palleiko reported that a series of Harry Potter activities are taking place at the Library and encouraged people to participate. ►Mrs. Gates said the first Concert on the Common on July 10 was attended by about 250 people. She reported that the Senior Center received grant money for a new bus, so the funds allocated for this purpose at Annual Town Meeting can go back into the Town coffers. She thanked Senior Center Director Cindy Chesmore and Mr. Khumalo for their efforts in securing the award.

JOINT MEETING – BOARD OF SELECTMEN AND PARKS & RECREATION: Chairman Cestari called the joint meeting to order at 8:20PM. Brian O'Keefe of 26 Rocky Woods Road, applicant to serve one year on the Parks & Recreation Commission, introduced himself. Mr. O'Keefe currently serves as president of the Hopkinton Youth Soccer Association. He confirmed that he will resign from the HYSA Board of Directors if he is appointed to P&R. Board members thanked Mr. O'Keefe for his willingness to serve. Mr. Mosher observed that other towns are capturing Hopkinton (field use fee) dollars and asked why the new fields at Fruit Street are not being used more. P&R Chair Ken Driscoll said discussions with the School Committee are planned to consider better utilization of Town assets. Mr. O'Keefe said one of his goals is to inventory these assets to establish common measurements. He said other fields in Town need investment.

MOTION by Mrs. Gates that the Board of Selectmen approve the appointment of Brian O'Keefe to the Parks & Recreation Commission until the Annual Election in May 2012 **SECONDED** by Mr. Palleiko. **VOTE to Approve: Yes-4, No-0, Absent-1**. **MOTION** by Mr. Palleiko to adjourn the joint meeting **SECONDED** by Mr. Mosher. **VOTE to Approve: Yes-4, No-0, Absent-1.**

HOCKEY ICE ARENA: Mr. Khumalo said a consensus had been established between the Town and Demons Youth Hockey on an amended legal agreement which will enable the feasibility process to move forward. Chairman Cestari noted that the Town is not committing land to anyone and the project will be at no cost to taxpayers. Mrs. Gates asked why the agreement has the Town Manager playing such an integral role in the process when channels already exist within other boards. Mr. Khumalo responded that the agreement's intent is to facilitate the feasibility process and that Parks & Recreation will be the primary conduit in discussions with the Demons. Mr. Palleiko said that some Town entity will need to make sure the building is appropriate for the Town and that costs need to be tracked carefully. **MOTION** by Mr. Palleiko that the Board of Selectmen accept the Memorandum of Understanding between the Town of Hopkinton and Demons Youth Hockey and to authorize the Town Manager to execute the agreement **SECONDED** by Mrs. Gates. **VOTE to Approve: Yes-4, No-0, Absent-1.**

FUTURE AGENDA ITEMS: Tabled.

LIAISON ASSIGNMENTS: Chairman Cestari read the liaison assignments as follows: ***Finance***: Finance/Accounting – Mr. Khumalo; Appropriations and Finance Committees – Chairman Cestari and Mr. Palleiko; Board of Assessors – Mrs. Gates; Treasurer/Collector – Mr. Khumalo; Budget Advisory Team – Chairman Cestari and Mr. Palleiko; Capital Improvements Committee – Chairman Cestari; Cable Advisory Committee – Mr. Mosher. **MOTION** by Mr. Palleiko that the Board of Selectmen accept the Finance liaison assignments **SECONDED** by Mrs. Gates. **VOTE to Approve: Yes-4, No-0, Absent-1**. ***Public Safety***: Animal Control Officer – Mr. Khumalo; Fire Department – Mr. Mosher; Police Department –Chairman Cestari. **MOTION** by Mrs. Gates that the Board of Selectmen accept the Public Safety liaison assignments **SECONDED** by Mr. Mosher. **VOTE to Approve: Yes-4, No-0, Absent-1.** ***Land Use*:** Board of Appeals – Mr. Palleiko; Conservation Commission – Chairman Cestari; Planning Board – Mr. Mosher; Inspectional Services – Mr. Khumalo; Board of Health – Mr. Mosher; Permanent Building Committee – Mr. Herr. **MOTION** by Mrs. Gates that the Board of Selectmen accept the Land Use liaison assignments **SECONDED** by Mr. Palleiko. **VOTE to Approve: Yes-4, No-0, Absent-1.** ***Education*:** School Committee – Mr. Herr and Mr. Palleiko; Regional Vocational School Committee – Mrs. Gates; Elementary School Building Committee – Chairman Cestari. **MOTION** by Mrs. Gates that the Board of Selectmen accept the Education liaison assignments **SECONDED** by Mr. Mosher. **VOTE to Approve: Yes-4, No-0, Absent-1.** ***Public Services*:** Engineering/Facilities – Mr. Khumalo; ***Sustainable Green Committee*** – Mr. Mosher; Cemetery Commission – Mr. Palleiko. **MOTION** by Mr. Mosher that the DPW liaison post be removed **SECONDED** by Mrs. Gates. **VOTE to Approve: Yes-4, No-0, Absent-1.** **MOTION** by Mrs. Gates that the Board of Selectmen accept the Public Services liaison assignments **SECONDED** by Mr. Mosher.

VOTE to Approve: Yes-4, No-0, Absent -1. ***Human Services*:** Town Clerk – Mr. Khumalo; Personnel Committee – Mr. Khumalo; Council on Aging – Mrs. Gates; Veterans Services – Mrs. Gates; ADA Oversight Committee – Chairman Cestari; Veterans Celebration Committee - Mr. Herr; Tax Relief Committee - Mr. Mosher. **MOTION** by Mr. Palleiko that the Board of Selectmen accept the Human Services liaison assignments **SECONDED** by Mrs. Gates. **VOTE to Approve: Yes-4, No-0, Absent-1.** ***Cultural Recreational*:** CAA Building Committee-(tabled); Hopkinton Cultural Council - Mrs. Gates; Marathon Committee - Chairman Cestari; Marathon Fund Committee-Mr. Herr; Library - Mr. Herr; Parks & Recreation Commission - Mr. Mosher; Youth Commission - Chairman Cestari; Community Preservation Committee - Mr. Palleiko; 300 Celebration Committee - Mrs. Gates. **MOTION** by Mrs. Gates that the Board of Selectmen accept the Cultural Recreational liaison assignments **SECONDED** by Mr. Palleiko. **VOTE to Approve: Yes-4, No-0, Absent-1**. ***Preservation***: Woodville Historic Commission - Mr. Palleiko; Historical Committee - Mrs. Gates; Historic District Commission - Mrs. Gates; Open Space and Preservation Committee - Mr. Mosher; Downtown Revitalization Committee - Mr. Herr. **MOTION** by Mrs. Gates that the Board of Selectmen accept the Preservation liaison assignments **SECONDED** by Mr. Palleiko. **VOTE to Approve: Yes-4, No-0, Absent-1**. ***General***: Housing - Mr. Mosher; Commissioners of Trust Funds - Mrs. Gates; Fruit Street Development - Mr. Khumalo; Lake Maspenock Dam Committee - Mr. Khumalo. **VOTE to Approve: Yes-4, No-0, Absent-1. MOTION** by Mrs. Gates that the Board of Selectmen accept the General liaison assignments **SECONDED** by Mr. Mosher. **VOTE to Approve: Yes-4, No-0, Absent-1**.

SUMMER MEETING SCHEDULE: It was agreed that the Board would meet for a work session on July 21 at 6:00PM. The next regular meeting is scheduled for August 16.

TOWN MANAGER'S REPORT: ***Lifting the Hiring Freeze: Finance Director*** - Mr. Khumalo requested that the hiring freeze be lifted in order to post the Town Accountant/Finance Director position. He said Westford Finance Director/Treasurer Suzanne Marchand is helping the Town in a consultant capacity. Ms. Marchand is only able to work in Hopkinton on Fridays, though she is available by phone and email. Mr. Khumalo said immediate tasks include cash reconciliation, reconciliation of accounts receivable, decentralizing individual accounts and putting in place an enterprise account for Parks & Recreation. Mrs. Gates requested a future discussion on what the Town is trying to accomplish with the hiring freeze. She suggested that the current arrangement exposes the Town because there may be an appearance of favoritism. Mrs. Gates said the staff on hand could have managed through the job posting period. Mr. Palleiko disagreed, saying the workload requires two people and it would be inappropriate to let the matters cited by Mr. Khumalo wait. He said filling the vacancy is imperative. Mr. Mosher agreed, saying that the Town Manager acted responsibly in bringing someone he trusts in to safeguard the Town's finances. Mrs. Gates said the practice of using consultants has become too common, which undermines the hiring freeze. **MOTION** by Mr. Palleiko to lift the hiring freeze to permit the Town Manager to post the job description for the Town Accountant/Finance Director position **SECONDED** by Mr. Mosher. **VOTE to Approve: Yes-4, No-0, Absent-1**. **MOTION** by Mr. Palleiko that the Board of Selectmen authorize the Town Manager to engage a consultant as temporary help during the posting and hiring

process for a new Town Accountant/Finance Director **SECONDED** by Mr. Mosher. **VOTE to Approve: Yes-3, No-1 (Mrs. Gates), Absent-1**.

ADA Oversight Committee **-** Mr. Khumalo said he concurs with the ADAOC's recommendation that it remains a five-member committee and that it reorganizes annually and work throughout Annual Town Meeting subject to the following: if there is need for the Committee to meet post ATM based on specific project needs, they will be available to do so. Mr. Khumalo recommends as submission to ATM an article allowing for the establishment of a Commission on Disability. He also recommended that the Board refer the allocation of funds received from fines assessed for handicap parking violations back to the ADAOC for consultation by the Town Manager and the Finance Director/Town Accountant to consider next steps. Mr. Khumalo suggested that Building Inspector Chuck Kadlik serve as the ombudsman for the ADAOC.

Enter Stage Left – Mr. Khumalo said he met with ESL Executive Director Kelly Grill, Mr. Palleiko and Mrs. Holland to discuss ESL's request that the Town fund the purchase of a portable stage at a cost of $4,740.00. Parks & Recreation Commission Chair Ken Driscoll has approved the proposal. Any local group may schedule use of the stage through P&R.

Solid Waste and Recycling Contract – Mr. Khumalo requested that the Board authorize him to execute the waste collection and transportation contract with E.L. Harvey and Sons, Inc. In response to Mrs. Gates, Mr. Khumalo said he will perform due diligence in assuring the contract meets all procurement requirements of state law. Mrs. Gates asked why the contract refers to "non-reimbursable expenses" but does not contain a "not to exceed" clause and wanted to know who reviews time cards for E.L. Harvey employees. Mr. Khumalo responded that the "non-reimbursable expenses" is lexicon used in the industry and said the DPW oversees the auditing of E.L. Harvey staff hours as they relate to Hopkinton. He confirmed that E.L. Harvey is agreeable to providing additional services if needed. The pricing schedule is predicated on automation taking place. Mr. Palleiko said a better job has to be done in the collection of recyclables around Town, specifically at Carrigan Field and Fruit Street and suggested that stronger language to that effect be included in the contract. He said the contract doesn't contain provisions for the collection of large items or those containing Freon. **MOTION** by Mrs. Gates that the Board of Selectmen approve the contract for execution subject to the Town Manager pursuing items of concern, such as collection of recyclables from public areas and collection of large items **SECONDED** by Mr. Mosher. **VOTE to Approve: Yes-4, No-0, Absent-1**.

TOWN MANAGER PERFORMANCE EVALUATION: The Board reviewed the compiled performance reviews. Changes will be incorporated and the modified document will be final. Changes must be voted on. Chairman Cestari said the "above satisfactory" rating reflects the Board's confidence in Mr. Khumalo's leadership and its appreciation for the results achieved this year. He continued that the Town Manager has been relentless in his pursuit of results and has made a positive impact on the Town. The measureable results achieved include controlling insurance costs, delivering the "more with less" message to Town departments, increasing productivity and managing difficult capital projects. In addition, the Board recognizes Mr. Khumalo's exceptional work ethic and

diligence. Areas for improvement include building a solid team to alleviate the pressure on the Town Manager and fixing the communication gaps between Mr. Khumalo and the Board. Mr. Palleiko said Mr. Khumalo is a valuable resource who has gone beyond expectations. He agreed with the areas for improvement, noting that some take time. Mr. Palleiko said he struggled with the "above satisfactory" vs. "outstanding" ratings and wants to make it clear that the Town Manager has the Board's full support. Mr. Mosher called the review an accurate reflection and concurred with Mr. Palleiko's comments. Mr. Khumlo thanked the Board and Hopkinton residents, saying he appreciates the opportunity to serve the community. He cited several areas of progression made by the Town, including Green Community advancements and finding ways to make improvements to Town resources without adding to the tax burden. With regard to volunteer recruitment efforts, Mr. Khumalo acknowledged that improvement is needed and said he will focus on those boards and committees with project-specific goals first. In response to Mr. Mosher, Mr. Khumalo cited purchases for IT, paper products and using CPA funds for Town Hall improvements to reduce energy consumption as "green" initiatives. He said a complete energy audit will be performed at Town Hall at no taxpayer expense. **MOTION** by Mr. Mosher to change language in the performance evaluation to read "successfully completed with ongoing effort and initiatives" rather than "completed with limited success" **SECONDED** by Mr. Palleiko. **VOTE to Approve: Yes-4, No-0, Absent-1**. **MOTION** by Mr. Palleiko to change language in the performance evaluation to read "measurable success based on limited availability" **SECONDED** by Mr. Mosher. **VOTE to Approve: Yes-3, No-0, Absent-1, Abstain-1 (Mrs. Gates)**. Mr. Mosher said the dynamic of the review is that Mr. Khumalo has exceeded in many areas of importance/high priority for the Town and acknowledged that better communication is needed between the Board and the Town Manager. He said communication should be as high a priority as other goals. **MOTION** by Mr. Mosher to amend Mr. Khumalo's performance review to reflect a rating of "clearly outstanding" rather than "above satisfactory" **SECONDED** by Mr. Palleiko. **VOTE to Approve: Yes-3, No-0, Absent-1, Abstain-1 (Mrs. Gates).** **MOTION** by Mr. Palleiko to accept the Town Manager's performance evaluation as amended **SECONDED** by Mr. Mosher. **VOTE to Approve: Yes-3, No-0, Absent-1, Abstain-1 (Mrs. Gates)**.

ADJOURN: **MOTION** by Mrs. Gates to adjourn **SECONDED** by Mr. Palleiko. **VOTE to Approve: Yes-4, No-0, Absent-1**. Meeting adjourned at 11:15 PM.

Respectfully Submitted,

Elizabeth Aghababian
Recording Secretary
Date approved: