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**ASHLAND BOARD OF SELECTMEN
WORK SESSION MEETING MINUTES
THURSDAY, APRIL 4, 2019
ASHLAND UTILITY BUILDING
9:00 A.M.**

I. CALL TO ORDER

Vice Chairman Kathleen DeWolfe called the meeting to order at 9:00 a.m. with a roll call vote; Selectmen Leigh Sharps, Kathleen DeWolfe, and Eli Badger all signified they were present, Chairman Fran Newton phone conferenced into the meeting and Selectman Casey Barney was absent with advance notice. Also present for this meeting was Town Manager Charles Smith.

- II. TOWN MANAGER JOB DESCRIPTION** – Chairman Newton opened the discussion about the Town Manager job description and felt it was important to finish the description before the performance analysis form was created. Board made a few changes from the previously submitted job description example. Board intends to vote on adopting the job description at their next meeting. Board members started their review of an example of job performance. Each member of the Board would complete a job performance evaluation of the Town Manager. A few points discussed on performance were fiscal management, relationship with the board, long range planning, staff and personnel relations, community relations, and general expectations. Selectmen are to consider the form be used for all staff. Board of Selectmen scheduled a meeting for Thursday, April 18, 2019 at 9 a.m. in the Utility building to continue the discussion about the job performance form.

III. OTHER BUSINESS

- a. Town Manager Smith talked about the Utility Partners contract for Ashland Water & Sewer and his upcoming meeting with the company.
- b. Selectman Sharps invited Board members to a meeting with a solar energy company. Selectman Sharps will report back to the board about the meeting.

- IV.** Board of Selectmen adjourned their meeting at 9:45 a.m.

Town Manager Charles Smith wrote these meeting minutes on April 6, 2019.