

Town of Oriental  
Town Board Special Meeting:  
Evaluation Process of Town Manager and Scheduling of Meetings  
April 15, 2013

A special Meeting was called by the Town of Oriental Town Board to discuss the process to evaluate the Town Manager's performance and schedule the same. The meeting was held at Oriental Town Hall on Tuesday, April 15, 2013, beginning at 7:08 AM.

**Present:** Mayor Sage; Commissioners Johnson, Styron, Summers, and Venturi; Town Manager Maxbauer, Deputy Clerk Johnson-Clark; and public

**Absent:** Commissioner Bessette

Mayor Sage determined that a quorum was present. He opened the meeting with handing out an Evaluation Form for the Commissioners to review, a copy of which will be attached to these official Minutes. He further explained that the form was designed by Nancy Inger, who is an expert in HR and Evaluation processes for governmental entities and was hired by the Town to develop the form for Oriental specifically.

Discussion was held about the various aspects of the form. Commissioner Venturi would like to see an area to be able to comment if the Manager meets expectations or doesn't or needs improvement. She further stated that her priority is Town finance and that at least 51% of a Manager's time should be spent there.

Commissioner Summers would like to see Item 15, 16, 17 include Efforts towards Town Projects, Efforts towards Water Works projects, Efforts towards other, or an item added for evaluation comments towards Efforts of completion of Town projects. Mayor Sage suggested Item 15, 16, 17 could read, General Fund projects, Management/Execution/Completion and Water Fund projects.

Town Manager Maxbauer reminded the Commissioners of their roles as Commissioners and the Town Manager's role as Town Administrator with a handout from the School of Government, a copy of which will be attached to these official Minutes. He also would like for the Board to allow a member of the School of Government to come and counsel Board regarding their roles and clarification of same.

**MOTION:** Commissioner Styron made a **motion** to recess and continue meeting at another time. Commissioner Johnson seconded. Motion passed. 4-0. Meeting was recessed at 9:45AM.

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William R. Sage, Mayor

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Robert J. Maxbauer, Town Manager