



**SELECT BOARD
WORK SESSION
Select Board Meeting Room**

**Minutes of Wednesday, September 21, 2022
6:00 PM**

Board Members participating were Select Board Chair Marshall Hook and Select Board Members Cameron Brown, Boyd Jackson and Rafael McDonald. Vice-Chair and Clerk Lynne Bermudez was absent. Others participating of the Select Board's Staff were Town Administrator Kevin Harutunian and Executive Assistant Debra Morong.

CALL TO ORDER

Chair Hook called the meeting to order at 6:00 PM.

ANNOUNCEMENTS

Chair Hook made the following announcement:

The meeting is being recorded by the Recording Clerk for record-keeping; is there anyone else present who wishes to record the meeting?" Richard Gandt, 31 Timber Lane, replied that he would record the meeting.

FISCAL 2024 BUDGET CALENDAR

TA Harutunian reviewed the first draft of the 2024 budget calendar. The timeframe of the budget process and warrant articles follows the same format used for the FY2023 budget process. The Finance Committee has not set their schedule, but when those meeting dates are confirmed, they will be included in the next budget calendar draft.

FISCAL YEAR 2023 TOWN GOALS

TA Harutunian noted that the version of FY2023 Town Goals posted on BoardDocs incorporates verbal comments from the September 12, 2022 meeting and emails that were submitted following that meeting. Any further comments should be emailed to TA Harutunian. The final version will be distributed for discussion and vote at the next regular meeting on September 26, 2022.

TOWN ADMINSTRATOR ANNUAL REVIEW

A discussion was held on the annual performance review of the Town Administrator. Select Board members provided verbal comments on performance in the areas of

leadership and staff effectiveness, planning and organization, communication, community relations, problem solving, innovative decision making and financial management.

Chair Hook and Select Board Members Brown, Jackson and McDonald gave positive feedback on TA Harutunian's performance in all of these areas during the past year, and commented on his strengths in communication, community and business relations, and his commitment and focus on managed growth.

TA Harutunian thanked the Select Board for their support and the opportunity to serve the Topsfield community.

Written performance reviews will be submitted to Debra Morong to be incorporated into one document that will be reviewed and finalized at a future meeting to be determined.

ADJOURNMENT

At 6:50 PM, Select Board Member Brown made a motion to adjourn. Select Board Member McDonald seconded the motion and it was approved with a vote of 4-0.

Respectfully submitted,

Debi Morong, Executive Assistant & Recording Secretary
Theresa Coffey, Recording Secretary

DOCUMENTS

- Agenda for September 21, 2022
- FY2024 Budget Calendar – V1 9.21.2022
- FY2023 Town Goals – 9.21.2022 RNM + KH
- FY2023 Town Goals – 9.21.2022 Clean