



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE  
SELECTBOARD**

**P.O. BOX 360 – 1 Main Street  
BROOKLINE, NH 03033-0360**

Telephone (603) 673-8855, ext. 213  
Fax (603) 673-8136

[Selectboard@brooklinenh.us](mailto:Selectboard@brooklinenh.us)

<http://www.brooklinenh.us>

***Non-Public Minutes-(1)  
Selectboard  
Thursday, January 13, 2022***

Selectboard members present: Drew Kellner, Brendan Denehy, Eddie Arnold, Dana Ketchen and Steve Russo.

**Pre-Meeting for Annual Department Head Performance Reviews**

The general format of the department head reviews was discussed. The final product of the review would be a written summary that would be provided to the employee and if agreeable they would sign; a copy would go in their file.

The board discussed the format of the review sheet and expressed a desire to adjust it for future years. The category below expectation was thought to be a poor choice of words and something like “area to focus improvement” should be used. Eddie said he might be willing to take the lead on adjusting it. The category of attendance was discussed with respect to vacation time and whether they used their given time or asked for it to be carried over; the consensus was the category was more trying to ascertain if sick time was being misused or other similar behavior.

The board went over each department head’s self-evaluated performance sheet and discussed areas where items should be moved/changed from how the employee filled it out initially. Changes to the goal’s section were discussed and adjusted based on the board consensus. Final versions of the sheets are expected to be signed by the employees and added to their file. The board noted that due to staffing issues, Patti would not be able to meet on the same day that the department heads were scheduled to. It was agreed that the board would like to meet with Patti and 8AM on January 28<sup>th</sup>, 2022, seemed to work for the entire board; Tad will schedule with Patti.

Minutes submitted by Drew Kellner.

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Drew Kellner

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Brendan Denehy

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Eddie Arnold

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Dana Ketchen

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Steve Russo