

**MENDON BOARD OF SELECTMEN**  
**EXECUTIVE SESSION MINUTES OF MEETING----- November 4, 2013**  
**APPROVED-----November 18, 2013-(To Be Released)**

Chairman Tinio, Selectman Goddard, Accountant Claudia Cataldo and Principal Assessor Jean Berthold are present.

Chairman Tinio opened the session at 7:57 p.m.

Claudia and Jean agreed the Employee Evaluation form looks good. Selectmen's office will distribute to department heads for their input. Selectmen will add theirs. Jean will work with Assessors for her evaluation. Linda Hawkes, Treasurer/Collector would do Jennifer Welch's, Assistant Treasurer/Collector and Selectmen would have input. Selectmen will have to check legally to see how evaluations can be done between selectmen. They still need to evaluate criteria for a step increase. Selectmen will send a letter to department heads with a deadline for completion of evaluations.

**Selectman Goddard made and Chairman Tinio stepped down to second a motion to adjourn at 8:15 p.m. Goddard-aye, Tinio-aye.**

Respectfully submitted,

Diane Willoughby  
Administrative Assistant

Document Discussed Located in the 'Administrative Secretary's' Office:

Employee Evaluation Form