



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

Special Meeting

Tuesday, May 1, 2018

Room 103, Town Hall, 933 Hopmeadow Street

MINUTES – “Subject to Approval”

Members Present: Sean Askham, Chris Kelly, Eric Wellman

Staff Present: Maria Capriola

The meeting was called to order at 5:33pm.

1) Labor and Employment Counsel RFQ

A draft labor and employment counsel RFQ was reviewed and discussed. An RFQ is anticipated to be released in early July, which is consistent with the motions of appointment for labor and employment counsel made by the Board of Selectmen in December 2017 and April 2018.

2) Town Manager Performance Review Process, Instrument

Several sample performance review documents were reviewed. A potential Town Manager performance review process and instrument were discussed. Topics discussed included:

- Method for administering the instrument
 - Survey Monkey
- Rating period
 - Fiscal year basis
 - During first review period there will be a 17 month period due to date of hire
- Frequency of reviews
 - Six month and one year, with one year being the formal evaluation
 - Due to date of hire, first mid-year review will occur in late November 2018 and first annual review will occur in July 2019
 - For the first mid-year review in November 2018, the draft performance review instrument will be utilized as a pilot.
 - Thereafter, mid-year reviews will occur in November and annual reviews will occur in June
- Ratings
 - Develop definitions for terms used to rate performance
 - Determine number of rating terms (3,4,5)
 - Rating larger skill categories v. individual traits
 - Preference for larger categories
 - Requirement for raters to provide comments (qualitative feedback) for each category
 - Use of a weighted/scored system
 - Preference was not to do this

- Self-evaluation
 - Manager to provide an update on the status of progress made towards agreed upon goals during annual review process
 - Manager to complete the same rating form used by the Board of Selectmen
- 360 degree evaluation
 - To be completed by direct reports
 - Use in the first year, then consider completing every two years
 - Use for development tool, not performance
 - Complete in September/October timeframe

3) Town Manager Goals for February 2018 – January 2019

The draft goals were reviewed and discussed. Due to the hire date of the Manager, and the decision to rate performance on a fiscal year basis, the first set of goals will be through June 2019. Feedback on content was provided, with edits being made and presented to the full Board of Selectmen for May 14, 2018. Committee members provided assistance in prioritizing the goals. It was discussed that while the list is ambitious, it provides a framework for work that will be performed in the coming years.

4) Minutes

The minutes of April 23, 2018 and September 25, 2017 were approved as presented by consensus. The minutes of August 22, 2017 were tabled.

The meeting adjourned at approximately 7:30pm.

Respectfully Submitted,
 Maria E. Capriola
 Town Manager
 Town of Simsbury