

MINUTES OF THE JOINT CHESHIRE TOWN COUNCIL and PERSONNEL
COMMITTEE MEETING HELD ON WEDNESDAY, JULY 13, 2011, AT 7:00 P.M. IN
ROOM 207, TOWN HALL, 84 SOUTH MAIN STREET, CHESHIRE CT 06410

Present

Personnel Committee – Thomas Ruocco, Chairman; Michael Ecke and Sylvia Nichols.
Council Members – Tim Slocum, Stephen Carroll, Andrew Falvey, Patti Flynn-Harris,
David Schrumm. Absent: James Sima.

Staff: Michael A. Milone, Town Manager; Louis Zullo, Personnel Director; Patti Lynn
Ryan, Finance Director; James Jaskot, Deputy Finance Director.

1. ROLL CALL

The clerk called the roll and a quorum was determined to be present.

2. PLEDGE OF ALLEGIANCE

The group Pledged Allegiance to the Flag.

3. JOB DESCRIPTION REVISIONS – FINANCE DEPARTMENT

MOTION by Ms. Nichols; seconded by Mr. Ruocco.

MOVED that the revisions to the Finance Department job descriptions (Assistant to the
Finance Director, Accounts Payable Coordinator and Payroll Benefits Administrator)
which were reviewed at the June 29, 2011 Personnel Committee meeting be adopted.

Discussion

The committee was informed by Mr. Milone that over the last three years the Finance
Department has lost 20 staff hours across three positions. In the 21 years he has been
both Finance Director and Town Manager the Finance Department has changed due to
the complexity of the work that is done, technology, and standards and regulations
imposed on them, and the way the Town Manager works. More and more work has
been designated to this department, and it is working with a model that does not fit. The
people hired in the department have excellent skills.

Due to the change in the many functions of the department, Ms. Ryan has requested
reclassification of the three positions – Assistant to the Finance Director, Accounts
Payable Coordinator, and Payroll Benefits Administrator. With the reclassifications, the
job descriptions change to conform to the positions approved in the budget. The union
must approve the job descriptions, reclassifications and the Council must approve them.

Mr. Jaskot stated that in the last 10 years things have become more complicated, more
regulated, more reporting is required, and there are more benefit options and retirees.
The payroll person spends an average of one day a week responding to pensioner
calls, dealing with pension applications, etc. The department could have used more
staff hours as it went through a software conversion, many overtime hours and work.
Now, things are on track even though the department is busier.

Ten years ago the Town had one pension plan, and now it also has OPEB, VEBA, and volunteer firefighters pension plan which is in a separate trust. The community pool is another budgetary function which the Finance Department must look at; there are more reserve funds in recent years; there is generation of more financial information to the Council and the public. All of this work takes time to do and complete. Things are more complex with automation, more details being given out faster. Mr. Jaskot stated that the staff is the best group of people he could work with, and with the reduced hours they have taken on more and more responsibilities. One position, Accounts Clerk, has been vacant for a year due to illness and passing of a staff member, and the entire office handled the duties and responsibilities of this job and will continue to assume them. The job descriptions are outdated and need to be revised.

Ms. Ryan stated that with the collapse of the pool bubble the department had to do much analysis. Staff works to find money for the Town, and moves bond issues to gain money for the Town. With the reclassification of the positions there will be savings generated of about \$5,900. Ms. Ryan advised that these staff members are working outside of their classification, have never complained, and they are entitled to be rewarded for doing a very good job. The reclassification costs will be paid for out of the reduced hours for one position.

Mr. Slocum asked if there are people who will fall into the new job classifications.

At this time, Ms Ryan said these people are working at a more senior level than in the past.

In the future, if these people leave Town employment, Mr. Slocum asked about replacements in the positions.

Mr. Zullo stated that two of the people are employed less than 2 years, and the other person has more than 25 years of employment.

Mr. Ryan explained that the needs of the Finance Department have changed and these positions have taken that into account. She said that the Director does not need a secretary, but an assistant who can do small projects, work with the capital budget etc. Right now, the person is working on publishing the capital budget document, and she has budgetary experience as a former budget analyst.

The Town now has six unions with different contracts, wage rates, timing of contracts, etc. and Mr. Jaskot said that these are duties being handled by the payroll clerk.

Mr. Milone said these job descriptions accurately represent the needs of the Finance Department, and they represent what these position titles must do.

The issue of extra work for the Finance Department for the Board of Education (BOE) was raised by Mr. Schrumm.

Mr. Milone stated that the BOE does not have an accounting department.

The Finance Department does the treasury work for the BOE, and Ms. Ryan said there is cross over and accounting services provided to the BOE. Everything goes through the Town and all the financial work of the BOE is through the Finance Department.

Regarding the various health plans and payroll deductions, etc. Mr. Zullo advised that he does the Health Savings Account presentations and signs up new members. Then the work goes to the payroll clerk for any and all changes with the payroll function.

Mr. Ryan commented on the great volume of work associated with the pensions, questions from people considering retirement, questions and calls from retirees, changes of address, direct deposit, etc., all of which is handled by the payroll clerk.

VOTE The motion passed unanimously by the Personnel Committee members Ruocco, Ecke, Nichols.

Mr. Zullo stated that when the unions return with approval of the job description, they will be returned to the Council.

4. NON-UNION PAY CLASSIFICATION STUDY.

The Personnel Committee had requested that Mr. Zullo do a study of the non-union pay classifications, comparing them to other and similar towns. Mr. Zullo then presented his recommendations to revise some of the minimums and maximums to the Council.

Mr. Schrumm said that with increasing the minimum and maximum levels at the same percentage, they are converging. In some situations the spread is 50%, and we must repair the diversions.

Mr. Ruocco commented on the minimums being out of whack.

In the study, Mr. Zullo noted that the maximum and average levels were close, and the highest pay grade minimums were off.

Mr. Ecke stated that the minimum and maximum levels have diverged and this provides flexibility in hiring someone with lower capabilities, by offering a lower salary.

According to Mr. Zullo job ads are placed with the pay ranges, i.e. \$69,000 to \$113,000, and applications reflect this salary range. Lower level candidates may not be qualified for the position advertised.

It was noted by Mr. Ruocco that some positions are hitting the maximum, and the Council must decide on permitting the Town Manager to offer people raises or leave them as is.

Without changes to the maximum this year, Mr. Zullo said there are 7 positions which max out. If someone is at the maximum of \$90,000, got a raise to \$92,000, they would get a lump payment of \$2,000. Next year the raise would be worked out at \$90,000, not \$92,000, and for pension the award base would be \$92,000 until the max was increased.

The 7 positions are Economic Development Coordinator, Assistant Treasurer, I.T. Coordinator, Parks and Rec Supervisor, Deputy Police Chief, Police Captain, Deputy Director of Public Works.

The raises would be 2.34%, and then the I.T. Coordinator would be \$234 over the maximum.

Mr. Milone stated that in every instance where someone is at the maximum, we are not raising the maximum for that problem. In looking at the information and averages from the survey, it supports raising the maximum. He reviewed his memo on pay classifications with the Council.

E-3 classification – has 5 positions (Assessor, Deputy Police Chief, Economic Development Coordinator, Deputy Director of Finance, Supervisor of the Waste Water Treatment Plant). The average salary is about \$3,000 less than the Cheshire maximum today, and the data supports the fact that we are low. With every bargaining unit the contract raises the minimum and maximum levels each year. In the contracts it is recognized that when someone maxes out by seniority, they still receive a cost of living adjustment or equivalent...but they do not get the additional step increase. The maximum only increases by the average increase, so at some point the same thing is going to happen to the non-union people as the union people.

Mr. Milone said he is asking for similar situations, because in the absence of that, there is significant disparity growing. The CPI has grown by 6.1% since the last time these minimums and maximums were increased. The unions have kept up with the CPI, so those maximums have grown. The non-union maximums have stayed frozen while the CPI has grown by 6.1%. It was inevitable that this was going to happen, and Mr. Milone said he is asking that the levels be increased, at least, by the CPI or average, as is done with the bargaining units. What will happen is that when someone gets to maximum all they will get is the average increase, and will not get more than that even if their performance warrants it. This is the Council's call to make each year. Mr. Milone wants parity for non-union and union staff.

There was a brief discussion about the Council reviewing this issue each year. Mr. Milone noted that the Council Rules and Regulations require looking at this annually.

In looking at Mr. Zullo's recommendations, Mr. Schrumm said that most of the minimums are a 10% to 12% increase. We do not want to go too far and pay someone coming into the job too much compensation. The question is whether the Council sees

10% for the minimum, and should percentages be set, and the issue revisited each year.

Ms. Nichols stated that the minimum could be raised by 5% or more, and the question is whether people are at the minimum level, or would people apply for the job at the minimum.

For E-5 the average salary is \$104,794, and the minimum is \$69,886. Mr. Milone noted that in the survey the minimum was \$83,334. Cheshire is \$14,000 less than the survey average, and is paying on average \$34,000 more than the minimum. E-4 average pay is \$86,972, and minimum is \$63,529, so there is a \$23,000 difference. 5% of \$63,000 is about \$3,000.

Ms. Nichols said that in the overall, if the average person is already making \$25,000 more than this, to raise it 3% still gives the option to pay someone \$22,000 less than what is paid to the average person.

For the E classifications, Mr. Zullo noted that these are not entry level people.

Mr. Ruocco would focus on the classifications identified in the summary, letting staff do the minimums where they want, and raise maximums by 3%.

With that, Mr. Milone said the only challenge is there are people (at the maximum) who could be deserving of more than a 3% raise. He would tell them they are only getting 3%, and give them the difference in a lump sum payment. When evaluations are done, he would look into the number of people in this category.

Mr. Ecke hopes that raises will not be given out above 3%, and noted that 95% of the people in the country will not get that percentage increase.

The Council was informed by Mr. Milone that this could be the case. The average increase will be 2.7% budgeted; the bell curve will be 2 ¼% to 3 ¼%; so some people could get 3 ¼%, and some could get 2 ¼%. With that average we see a margin of ½% on either side in terms of the range used with the evaluation. Mr. Milone reminded the Council that these staff members too a 0% increase for 6 months in the past, and then got 2% spread over 2 years.

Ms. Flynn-Harris stated that she is not comfortable with having a cap of 3% increase, and still give out a cash outlay. In business, the cap is the cap and you work within it. If someone deserves a raise they get 3% and stay within the budget.

Mr. Slocum commented on the Council approving 2.75% increase, and the Town Manager has a pool of money to work within, and he manages this money.

According to Mr. Zullo with 2.75% for all non-union employees there is a number, i.e. \$125,000, and that is the pool of money to be used. After raises are given out Mr. Zullo makes sure that the raises do not go above this amount.

With the performance evaluations, Mr. Milone said that it looks at the best to worst scores. For example, 92 and above equates to a higher percentage; below 92 is a lower percentage.

Mr. Ruocco stated that the Personnel Committee will review the data, get the numbers, and bring the matter back to the full Council.

The Council was reminded by Mr. Milone that this group of staff members are non-union employees, and he does not want them to be the sacrificial lambs. And, he does not want morale problems or another union.

5. DEPARTMENTAL REORGANIZATION – YOUTH AND SOCIAL SERVICES AND SENIOR AND TRANSPORTATION SERVICES

The Council was informed by Mr. Milone that Doreen Pulisciano, Director of Senior and Transportation Services, has retired. He reviewed the history and makeup of the two departments when it was one department, and then split into two departments in 2003 with the retirement of the then Director of Human Services. Ms. Pulisciano became the Director of Senior and Transportation Services, and Michelle Piccerillo became the Director of Youth and Social Services. Over the years hours have been cut in these departments without layoffs. With the vacancy from retirement, there has been re-evaluation and determination of whether or not this position needs to be filled.

Mr. Milone met with staff at the Senior Center in March 2011, and reviewed the changes and reorganization of the department, while not compromising services, but generating some savings.

Mr. Zullo also met with the Senior Center employees for an understanding of the roles of each person, conducted interviews, looked at their job descriptions, options to run the department, and received feedback from staff. The staff anticipated some changes and the need to reduce staff, where possible. Most of the staff would go with the proposed reorganization. Mr. Zullo reviewed the 2003 model which did not work, and the need to go with a model which would take care of some of the shortcomings.

The transportation function runs well, is a separate unit, and did not need to be touched.

At the meetings, Mr. Zullo heard from staff that the Senior Center social services programs could have better coordination. The proposed model shows more reporting relationship between the Senior Coordinator and Social Services. The one thing which staff liked was that Ms. Pulisciano reported to the Town Manager, and the new person would report to the Town Manager through a department head. Mr. Zullo said that one of the things identified with the new model is that the director would be a Town Hall

person, and would have more of a presence 2 or 3 days a week at the Senior Center, so there is no disconnect.

Proposed Structure – this was reviewed by Mr. Milone.

Senior Center - The Director of the Human Services Department would report to the Town Manager; Program Supervisor becomes the Senior Center Site Manager reporting to the Director; program supervisor position becomes part time, 19 hours a week; everything else at the Senior Center remains the same.

Youth and Social Services – The Director of Human Services reports to the Town Manager; the Youth and Family Counselor position becomes a 25 hour position; and the Director would have reduced counseling hours. The Social Worker would have the Senior Center Social Worker report to her. Mr. Milone emphasized the need to integrate the efforts of the two social workers.

Mr. Milone reviewed the estimated costs for FY 2012, and his recommendations for the reorganization. The Director of Human Services of the combined agency would receive a 20% salary increase due to the large increase in work responsibilities. The two E-2 positions would be reclassified to E-4.

Program Supervisor (now Acting Director of the Senior Center is at \$53,931); this person becomes Senior Center Site Manager at a salary of \$55,548, which is an average increase on the current base salary. The effect is the person being about 20% higher in salary than in the program supervisor position. The Senior Site Manager would assume some of the program responsibilities.

PT Program Specialist would be a 19 hour position, salary of \$19,760.

Youth and Family Counselor (5 additional hours), additional cost for wages is \$6,957, and benefits \$1,798. Due to Ms. Piccerillo reducing her counseling hours as Director of Human Services, it is necessary to increase the counseling hours by 5 hours a week for one counselor. This counselor works with the high school students.

The cost of the current configuration is \$113,581; the cost for the proposed changes would be \$166,848; and the difference between these two costs is \$53,267.

The pro-rated cost of \$44,213 is based on the proposal going into effect on 9/1/11, for 10 months of the fiscal year.

The current position of Director of Senior Center and Transportation Services would be eliminated; total savings \$84,244; there is a medical benefit subsidy of \$2,500 paid by the Town.

Mr. Milone stated that he believes this reorganization could work effectively and efficiently without compromising services. The person appointed to the Director position will spend 40% to 50% of her time at the Senior Center.

With regard to the new Director position, Ms. Nichols asked whether Ms. Piccerillo could handle and absorb more responsibilities in addition to the current counseling responsibilities she has now.

In response, Mr. Zullo advised that Ms. Piccerillo currently does a lot of counseling, and this duty will be reduced.

Ms. Nichols said there should be a definite job description for the Director, keeping her on track for her performance, and not putting too much on Ms. Piccerillo's shoulders.

According to Mr. Zullo there has been a meeting to discuss what duties stay at Town Hall and what duties would be on site at the Senior Center.

Mr. Milone stated that for a department head, what comes in the door must be dealt with, whether or not it was on the agenda for that day, and this is clearly described in the job description. He commented on Ms. Piccerillo having a strong skill set, being energetic and intelligent, knowing how to balance the two roles, keeping both divisions of the department on track, and being goal oriented and highly motivated.

In response to a comment about the new position fitting Ms. Piccerillo's skill set and the social services/counseling component of her current job, Mr. Milone noted there is staff at the Senior Center which handles the financial operation of the center. These people will be an important resource to the Director. He said that Town Hall administration spends a lot of time assisting the managers in their financial needs, so he has no concerns in this regard. He and Mr. Jaskot provide financial support to all department managers.

The Council was informed by Mr. Milone that counseling is a very important component in the Social Services Department. In the past few years, Ms. Piccerillo has partnered with local universities and has received assistance from graduate student interns who provide counseling. This is at no cost to the Town; it has worked very well; and the universities like working with the Town and its staff and will continue this relationship. At all times, Ms. Piccerillo has control of what is happening in the Social Services Department. Mr. Milone said we have the right people in the right places with good skill sets and motivation.

If the Council is comfortable with the proposed reorganization, staff will proceed with the plan. Mr. Milone said the job descriptions will be put together; the numbers will be further refined; and the Council will review the final plans and give their support.

(Mr. Ecke left the meeting at 8:20 p.m.)

6. TOWN MANAGER'S GOALS AND OBJECTIVES

Mr. Milone said he would highlight the 6 most critical items for this year. He stated that the major goals have not changed, but are modified slightly. The objectives/strategies have changed slightly along with the performance criteria.

There are 6 primary things which Mr. Milone hoped to achieve in this fiscal year, and he has tried to distribute them in the objectives he has established.

First, there is a need to continue to try to shrink the size of government and/or be more efficient and effective, or a combination of all of these. To promote this, Mr. Milone has undertaken a re-evaluation of all the performance measures and performance based budget.

Mr. Milone is a member of International City and County Managers Association (ICMA). Through ICMA, Town staff had a 6-hour workshop a few weeks ago on performance based measurement. Over the last few years, ICMA has done workshops for Cheshire. ICMA has changed their benchmarks and process for development of performance measures for municipalities, due to many changes in this field. A whole new set of indices and process to be followed have been developed by ICMA. Mr. Milone considered it useful for department heads and middle managers to be exposed to this information. Part of the program is teaching of a decision making process and the valuative process for looking at programs and services. Over and above development of more accurate, better, more useful measures, there is the adoption of a decision making process which incorporates performance measures in everything that is done. The goal is to develop and enhance a skill set so every day, when decisions are being made, techniques are applied along with the procedures learned as part of this workshop.

Mr. Milone said one of the key things he hopes to see is application of these techniques by staff, allowing for better decisions, changes in thinking and approach. He would come back to the Council next spring with budget cuts while still providing the same level of services and what is best for the Town.

Another goal deals with financial operation, and Mr. Milone cited key things such as wanting to expand utilization of the financial accounting system, and incorporate more of what the Town does into the BOE. There is disparity in the way the Town and BOE present information to the Council, and inconsistencies in the way things should be reported versus the way it is now reported. This can be remedied easily because we have the technology to do this, but it has not been utilized in the right way to provide the Council with information to make better decisions. There is also a level of oversight which the Council has under the Town Charter that is not being exercised because information has not been provided to the Council. This is critical, must be changed, and is long overdue. The Town and BOE documents should replicate each other, with the same basic format and information, to enable the Council to understand what the BOE is asking for and what they are doing.

Communication is another area where there can never be enough enhancement and networking of information. The web site has been enhanced and we must take advantage of these enhancements. This requires a change in the role of the department heads and middle management. In the past the burden has fallen on the clerical staff to maintain the web site, and they have been good at this...but they are not policy people or decision makers. It is expected that the department heads will take a more active role in the management of the web site and keep it updated.

A communication plan is needed which would integrate the web site into all of the other moving parts. There is much going on with technology (GIS system, CAD system, Munis). Mr. Milone said there must be recognition of integrating that technology with the communication system and the web site. With a plan in place it will be easier for all departments to understand their roles with the web site. The Police and Fire Departments will have a lot of information, and will provide better services, but this information can also be provided to the public.

Labor Contracts – Mr. Milone said we are at an important point with the labor unions right now. There has been significant success in the last round of contract negotiations, closing out the pension plan, taking away the caps on the medical benefit contributions. The next thing to be worked on is to look at the work rules in place with the labor unions. Changes need to be made. There are certain management prerogatives which, over time, have been eroded, and need to be re-established. In the Fall, Mr. Milone will meet with the Personnel Committee, review the labor contracts, and have key department heads come up with some suggestions.

Employee Performance – The performance of employees is very important. The evaluation criteria has been re-designed, with 10 categories, and a scoring system of 1 to 10. Mr. Milone believes there will be better guidance and feedback from employees when they are evaluated, giving them a greater incentive in terms of their motivation and what is expected of them.

Technology – Due to the software upgrades it is realized how seriously behind the curve we are with technology. The software is good. The infrastructure to support the Town's operation is deficient. The last technology upgrade or comprehensive plan was in 1995 when the network was established. Since then there has been piece meal or catch working the needs for many years, and it is not working. Everything is being looked at on an ad hoc reactive basis; we are not integrating our efforts well; and not looking at what is needed in a strategic way.

One of the things which has been discussed is a joint service initiative with the BOE, and this is a key collaboration. Work has already begun with the BOE; there will be an RFP for a technology study, with the study back by September 30th; and implementation after that date. Mr. Milone would like to work with a study group of the Council, Town and BOE staff to brain storm and discuss the challenges and costs involved.

Mr. Milone stated that the issue of technology must be attacked on two fronts – come up with a strategic initiative and macro approach, and that is what the study would do. In the short run he has concerns about the Town's vulnerability in many areas. We need one person to oversee technology, to have a vision and think outside of the box. There is no person with an overall view of the organization with a sense of the direction and what is needed. Everything is reactive.

With a Chief I.T. manager with the skill set required of this position, many of the pre-empted measures could have been and would have been in place, when the recent virus attacked the system.

Mr. Milone said that we have a great group of people, but their level of expertise is limited. When a problem gets beyond them, it is time to take it to another level, and Cheshire needs someone who has a global understanding of technology. Mr. Milone wants to work with the study group, likely recommend bringing in a consultant to work as a Chief I.T. officer to bridge the gap until the technology study and plan is in place. While it is critical to hire a consultant to evaluate what we need, there is also the need to have someone on staff who understands what is needed to tell the consultant. There are hardware deficiencies to be addressed properly, or there could be a collection of serious operational issues.

The Council was informed by Mr. Milone that 10% of the objectives are new or varied. The six items discussed are the ones that are the most important to him at this time.

Mr. Slocum said that last year during this review there was a flurry of personnel problems, and he thinks this is behind us now. He asked Mr. Milone if this is a fair assessment with there now being more departmental stability.

In response, Mr. Milone said this statement is correct. Last year the Police Department was the biggest challenge of all. Fortunately, we have a great new Chief who has been accepted by the department, and things are stable. There was also a new Council during the serious fiscal challenges such as no raises and layoffs, which created a sense of uncertainty and unrest among management people. There was talk of the possibility of a management union. Another thing was contracts not being settled and people upset about going more than a year without raises.

The Town had a FISH initiative; many things were done with many people stepping up to be involved; and it made the environment more enjoyable. Staff at Town Hall takes care of the art exhibit in the lobby; each department has responsibility, each month, for the quote of the week which is sent out to all staff. There is "bagel tag" program, and every two weeks a department brings bagels to another department. This allows for interaction and relationships to build amongst Town Hall departments. The stability of the relationship between the Town Council and Town Manager has helped. The Council allowed people to receive raises, and people have seen responsiveness, seeing that there is no need to change the way things are done which could cost jobs.

Mr. Milone reported that department heads and middle managers really stepped up. For example, funding was removed from the budget for the staff holiday party and annual picnic. Department heads undertook responsibility for these two events and people collaborated for their success.

There is also a secret pal program throughout Town Hall, and Ms. Nichols advised that this is done through the Cheshire Nursery with flowers sent to and from staff. In some instances, staff sends candy or goodies to other staff members.

Things are better, and Mr. Milone said they could be even better. He visits Town departments outside Town Hall, and communicates with staff. There is a demonstration of concerns and connection with people. The Town newsletter is another means of communication; staff provides information for the publication; and feedback is good.

Given the fiscal pressures on everyone's budgets, Mr. Carroll noted there is evidence that the union contracts impose restrictions on what management can and cannot do. The whole contract process seems to be repeated every three years. To him, we need to take a more detailed review of all the contracts, as it is not just wages and benefits, and this process should start earlier.

With the way this all is involved with the long term costs, Mr. Schrumm said the contracts should be looked at earlier and more closely.

Mr. Milone explained that the review of contracts should start in October; discuss concerns and problems; and he would like this done with the Council. Then, when he sits down with the unions a few months later there will be a list of what is wanted and priorities. Last year the Council gave him a directive...close out the pension plan...and the issue ended up in arbitration with the Town successful in this matter.

In September or October, Mr. Schrumm said the Personnel Committee should receive copies of the contracts for review.

With copies of these contracts to the Council, Mr. Milone said comments could be put together related to each contract. One of the frustrations for the Town is having under-performers, and to deal with this in the public sector is challenging, as there must be a strong case for discipline or dismissal.

Town Manager's Performance Evaluation – the decision was made to schedule a meeting with Town Manager Milone on his performance evaluation.

The Town has a skill set which people are expected to meet and exceed at certain levels (quality of work, initiative, personal attitude, supervisory skills, leadership characteristics, communication skills, organizational and planning skills, fiscal responsibility, attendance and punctuality, commitment to excellence and teamwork), Mr. Milone asked that these be considered as part of his performance evaluation during

the course of the Council's deliberations. It is not just meeting goals and objectives. Mr. Milone commented on his responsibility for the day to day management of Town government, and these tasks are constantly called in some way or another to be displayed and implemented.

Ms. Flynn-Harris asked about employee self-evaluation and this being done on-line.

Mr. Milone advised that an employee does a self-assessment on-line. The evaluations take place in June and July, and there is a requirement that each employee do this task.

8. TOWN MANAGER'S PERFORMANCE REVIEW (possible executive session)

This matter will be scheduled for a meeting of the Council and Town Manager.

9. ADJOURNMENT

MOTION by Ms. Nichols; seconded by Mr. Ruocco.

MOVED that the meeting be adjourned at 9:12p.m.

VOTE The motion passed unanimously by those present.

Attest:

Marilyn W. Milton, Clerk