

**MINUTES OF THE CHESHIRE TOWN COUNCIL PERSONNEL COMMITTEE  
MEETING HELD ON MONDAY, JULY 16, 2018 AT 6:30 P.M. IN ROOM 207, TOWN  
HALL, 84 SOUTH MAIN STREET, CHESHIRE CT 06410**

Present

Sylvia Nichols and Peter Talbot; absent – Thomas Ruocco

Staff: Sean M. Kimball, Town Manager; Louis Zullo, Personnel 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. ENGINEERING JOB DESCRIPTIONS**

Mr. Zullo stated the job descriptions and titles reflect the changes; they are self explanatory; and will be referred to the full Town Council for approval. He cited some of the changes.

**Director of Public Works and Engineering** – supervises Assistant to the Director; the clerical positions are supervised by the Assistant to the Director.

**Town Engineer** – The person in this position, Walter Gancarz, will be working 20 hours a month. The changes in the job description duties reflect what Mr. Gancarz will no longer be doing, and these day to day duties will go to another employee.

**Engineering Operations Manager** – the job description outlines what the person in this position will in the absence of Mr. Gancarz.

**Assistant Town Engineer** – changes include this position now supervising the Engineering Technician; the changes in position duties are reflected in the job description.

**Engineering Technician** – this position is vacant and will be filled; it is a union position; and there are no changes to the job description.

Mr. Zullo explained that the Town of Cheshire must have a “Town Engineer”...someone with professional certification as an Engineer to perform required duties.

With Mr. Gancarz, Town Engineer, as a 20 hour per month employee, a question was raised by Mr. Talbot on whether this meets the Charter and State statute requirements.

The plan for a Town Engineer 20 hours a month does meet all requirements, and Mr. Zullo stated the only other way would be to hire an outside engineering consulting firm. This would have a higher cost than under the current plan.

Town Manager Kimball informed the committee that Mr. Gancarz is on call, and responds to all communications from Town Hall.

If the Town Engineer job requires more hours for Mr. Gancarz, over the 20 per month, Ms. Nichols stated there should be payment for these hours.

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

MOVED that the Engineering job descriptions be approved and forwarded to the full Town Council for approval.

VOTE           The motion passed unanimously by those present.

**4.     DISCUSSION RE: NON-UNION PERSONNEL RULES AND REGULATIONS. (postponed)**

**5.     TOWN MANAGER'S FY2018-2019 GOALS AND OBJECTIVES**

A copy of Mr. Kimball's Proposed Goals & Objectives were reviewed and discussed. Under his contract, Mr. Kimball noted the Town Manager must submit Goals and Objectives by the first Tuesday in June. He came up with solid goals, and requested an extension of the time frame to come up with specific objectives. Mr. Kimball said he needs time to learn the organization and departments, and develop specific objectives. He wants to make sure the goals and objectives are in line with the Town Council, and any modifications can be made by the Council.

Mr. Talbot stated his understanding of the rationale behind Town Manager Kimball's request, and supports it. He cited goal #3 – Town Services, questioned the "name", fleshing out objectives with this goal, and if the new website falls under the goals and objectives.

In response, Mr. Kimball said he has heard from the Council, friends and neighbors and there is recognition that the public is the customer of the Town. Some areas need improvement, with more responsiveness and demeanor. He talked about conducting a citizen survey to find out if people are satisfied with government, how they are treated by town departments, staff response time, etc.

Ms. Nichols commented on the importance of customer service, doing a better job with communication, giving people some of the smaller things expected and justifying the money that must be spent making people more acceptable to issues. She believes town services could be improved, objectives make it easier to meet goals, and economic development goes along with town services and what people want.

Mr. Talbot and Ms. Nichols agreed on improving customer service, maximizing efficiencies and delivery of town services.

The success of the Parks and Rec Department survey was noted by Mr. Talbot. He suggested looking into the utilization of Quinnipiac University or Cheshire Academy, tapping into resources, and using them for a town wide survey. An example was cited...i.e. 7 people get building permits, and calling 3 of them to rate the customer service of the Building Department.

Mr. Kimball said there could be positive and negative feedback from people regarding the on-line permit system. The Town of Simsbury CT conducted a town survey, and 500 responses provided valid statistical information. Mr. Kimball mentioned a "strategic plan" and said he will look at the plan completed a few years back.

With regard to the Town Manager's request for a few months to complete his goals and objectives for Council review and discussion, Ms. Nichols supports the request. The month of November was suggested and agreed upon.

Mr. Talbot is comfortable with the proposed goals cited, supports the Town Manager's request for more time to complete the goals and objectives, and knows Mr. Kimball will define the objectives behind the goals.

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

MOVED that the Personnel Committee supports the Town Manager's Proposed Goals and Objectives, and his request for additional time to complete them and submit them to the full Town Council.

VOTE The motion passed unanimously by those present.

## **6. ADJOURNMENT**

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

MOVED to adjourn the meeting at 7:28 p.m.

VOTE The motion passed unanimously by those present.

Attest:

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Marilyn W. Milton, Clerk