MINUTES OF THE CHESHIRE TOWN COUNCIL PERSONNEL COMMITTEE
AND JOINT TOWN COUNCIL MEETING HELD ON TUESDAY, MAY 18, 2010
AT 7:30 P.M. IN ROOM 207, TOWN HALL, 84 SOUTH MAIN STREET,
CHESHIRE CT 06410

Present
Chairman Thomas Ruocco; Michael Ecke and Anne Giddings
Town Council Chairman Timothy Slocum; Council Members David Schrumm,
Andrew Falvey, James Sima, Timothy White.
Absent: Justin Adinolfi
Staff: Town Manager Michael A. Milone; Vincent Masciani, BOE Director of
Management Services.
Guest: Dennis Rioux, Architect, BL Companies

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. AWARD OF DODD KITCHEN RENOVATION PROJECT
MOTION by Mr. Schrumm; seconded by Mr. Ruocco.

BE IT RESOLVED, that the Town Council approves Resolution #051810-1

RESOLUTION #051810-1
BE IT RESOLVED, that the Public Building Commission is hereby authorized to
accept the low bid of Gennarini Construction of Bridgeport, Connecticut, in the
amount of $310,000 and award the Dodd Kitchen Renovation Project to said
vendor, as recommended by the Public Building Commission. The Town
Manager is further authorized to execute the contract pursuant to this award and
the Town’s Bid Documents, upon the approval by the Town Attorney as to form
and legal sufficiency.

Discussion
Mr. Rioux informed the Council that Gennarini Construction has been around for
a long time; it is a solid company; a background check and record of the
company was done; and he had a telephone interview with the company on the
scope of this project. The company is comfortable with the amount of the bid.
The Council approved the additional funding and now the project needs Council
approval to award the contract.

Chairman Slocum stated that the Council is voting on the full amount of the
contract bid which includes the additional funding approved by the Council.
Mr. White asked if there had been any progress in delineation of the role of Town and BOE staff supporting building projects which was discussed last year during the capital budget.

In response, Mr. Milone said there has been progress. One of the challenges for Superintendent Florio was that he did not have a staff member to handle this. As staff was cut back in the Public Works Department, Mr. Milone mentioned to Dr. Florio that going forward the Town staff could not continue to provide support on capital projects. This was understood by Dr. Florio, who was awaiting the arrival of the Director of Management Services, Mr. Masciani. Mr. Milone informed the Council that Mr. Masciani has a lot of building and construction experience, and the responsibility for BOE projects is being handed over to Mr. Masciani.

As Director of Management Services, Mr. Masciani stated that he and the Director of Maintenance and the Director of Facilities will be involved in BOE projects, bringing forward information to the BOE and the Council. The subject project went through the PBC, and the issue at hand is whether to continue to do that on BOE projects. He cited the Norton School window project as one that is being handled by the BOE. Mr. Masciani will coordinate the budget, deal with any issues and the other directors will deal with the projects going on with the schools.

The Council was informed by Mr. Masciani that he has the experience to handle the budget, but there will always be an architectural or engineering firm on these jobs.

It was stated by Mr. White that his thinking is that there is probably an official process through the PBC, Town Manager and BOE. Since he has to vote on projects which are over bid, he would like an e-mail on the project status, keeping everyone in the loop. On this particular project it was portrayed as moving a refrigerator from the basement upstairs.

Mr. Masciani said he would be working on the capital budget, will be part of the discussion going forward, and will provide information to the Town Council.

Mr. Sima commented on the BOE having issues with the high school bathrooms when something was not done properly, and the conflict was whether the BOE should run the project. His question is - if the BOE is going to run a project and the Town Charter says we have a permanent building committee in town - how do we get around this Charter provision for construction of public buildings. Another concern is a project starting out in one point and becoming something bigger than originally planned for. Mr. Sima wants to make sure we stay within the Charter provisions.

With the CHS project, Mr. Rioux said no bond was requested of the contractor and he defaulted.
Mr. Schrumm stated that before the capital budget starts in the summer, the Town Council members should read the Charter section on the PBC and why it is set up as it is. He does not know how we got off track telling the BOE to run its own projects. It may have been when PBC had many projects to handle, and some projects were small such as paving a parking lot. Mr. Schrumm said that the Charter section on the PBC is very clearly stated.

It was clarified by Mr. Milone that the Charter lays out the details of how the PBC handles projects, and he said the Council does not have to forward a project to the PBC.

Mr. Rioux commented on the PBC process as being very cumbersome for small project of $250,000, and sometimes it is 5 to 7 times for Council approval of such a project. There are hurdles to get through the PBC process.

Mr. Milone noted that the Ordinance Review Committee has been reviewing the PBC rules and regulations for a while in order to streamline the process. The Town Attorney is also working with PBC members to see if there is some way to streamline the process so there are no problems in paralyzing some of the smaller projects to the point where the BOE does not want to go through the PBC and take advantage of the expertise.

VOTE The motion passed 7-1; Sima opposed.

4. SALARY FOR THE REGISTRARS OF VOTERS
Mr. Milone reported that Aleta Looker and Susan Pappas, Registrars of Voters, have made a request for a salary adjustment commensurate with other individuals who work for the Town. At this time they each receive $20,463 annually. The last adjustment covered two years, and the time before that the adjustment covered each of the calendar years.

Ms. Pappas stated that the Registrars must make their request for a salary increase 120 days prior to election day. They are asking for an increase to be in line with any other employees in Town Hall.

According to Mr. Milone the salary increase is budgeted at 2.5%, and the Registrars are looking out a second year because they receive raises every two years. The raise for Registrars would be effective January 2, 2011 and on January 1, 2012. The decision for that calendar year must be made as part of this decision, i.e. a two year agreement. It can be done with a raise on January 1, 2011 and a raise on January 1, 2012. The last two year increase was a total of 10%.

It was noted by Mr. Ruocco that there was a big jump with the salary of Registrars in the last two years.
Mr. Milone said there were some parody issues because the Registrars’ raises did not keep up with other employees. The Registrars went from $18,603 to $20,463 with the last salary adjustment.

Mr. Ruocco asked if this salary schedule coincided with ones being negotiated now.

The 2.5% would be in parody, but Mr. Milone said that because the Registrars are elected they do not fall into any of the salary schedules. They are not part of the non-union employees.

The Council has until July 5th to decide on the raise for the Registrars and Ms. Pappas said this is the cut off date.

Mr. Milone advised that the Personnel Committee could meet prior to the June 18th Council meeting on this issue.

Mr. Schrumm asked for clarification on the office hours of the Registrar’s office.

Ms. Pappas said the normal hours are Monday through Friday, 9 a.m. to 3 p.m. During the election season the hours are longer. There are also special registration days, usually the Saturday prior to the election, and there is high school registration starting at 7:30 a.m. through the whole day. Ms. Pappas explained that the Secretary of State sets the times for the special registration days. She also said there is usually one person, or more, in the office at all times.

Mr. Schrumm commented on the office staff being the two Registrars, two Deputy Registrars and two Assistants. This is 6 people in the office covering the 9 a.m. to 3 p.m. work hours, with the Registrars able to come and go.

According to Ms. Pappas the Registrars work at least 18 hours a week; the deputies work 12 to 18 hours a week; and the assistants work 12 hours a week. The deputies and assistants are hourly employees.

Regarding the hourly rates of the deputies and assistants, Mr. Milone said that when the Council gives authority for non-union employee salary increases, the deputies and assistants receive an increase comparable to other staff, i.e. 2.5%.

Ms. Pappas advised that the Registrars receive no benefits.

Mr. Schrumm asked if there are still the duplicate computer systems in the office.

Ms. Pappas said that the office has the Town and State systems. The reason for this is that the Town system is the back-up, but this is not the major system. The
State system would be the preferable one, and the one used for reports or information. Also, the Town Clerk can look at the State system which is a read only file.

Mr. Schrumm asked about being able to query the State system if someone wanted information or list of all district voters. He asked how many towns keep two systems.

This can come off the State system, but Ms. Pappas said that sometimes this system is down as the State is redoing it. She does not know how many towns keep two systems.

Mr. Milone advised that the Town system is used to track Town addresses, and it is easily accessible.

Ms. Giddings suggested using the State system as the primary one, and keep the Town system as back-up.

With regard to the office having two deputies and two assistants, Ms. Pappas advised that the State law requires two deputies.

For the salary adjustments, Mr. Ruocco asked whether these are for the negotiated contracts, which are 1.87% this year and next year is 2.5%.

Mr. Milone said it is for everyone for this fiscal year at 1.87% and 2.5% next year.

Mr. Schrumm said that the Registrars increase is $1000 between two people. He also asked whether the salaries are comparable to the other towns.

Mr. Milone noted that there are not two Registrar offices alike in the State.

Regarding benefits, Ms. Pappas said that the deputies and assistant have the benefit of minimum accrued vacation time, but no one is eligible for other benefits. The Registrars take time off here and there.

Mr. Milone explained that the Registrar’s staff cannot buy into the benefits plan because they do not work enough hours.

The Personnel Committee did not make a decision on the salary increase for the Registrars, and the matter will be taken up at the next meeting and then sent to the full Town Council for approval.

5.  TOWN MANAGER’S FY 10-11 GOALS AND OBJECTIVES
Mr. Milone submitted his proposed goals and objectives for the next fiscal year to the Town Council, noting that he must submit them in accordance with Section I(D) of his employment contract. The Council tries to adopt the goals and
objectives by the end of June, and they are consistent with things stated in the past. The goals include the most critical foundation points of the Town Government organization.

Mr. Milone explained that he would highlight what is new from last year and briefly review those items which are repeated. It was noted by Mr. Milone that there are some things in the goals that continue to reappear as an objective. Mr. Milone also established measurement criteria so that going forward the Council can determine whether the goals are being met.

I. **Ensure Continuing Fiscal Stability of Town Operations.**

- Complete negotiation of contract with the Department of Corrections regarding prison facilities and Town impact.

Under this goal, Mr. Milone said he moved the completion of negotiations with the Department of Correction regarding prison facilities and Town impact from another section.

Mr. Milone’s efforts are to get the DOC to renegotiate the agreement so that as the Town goes forward with the treatment plant upgrade the State may contribute more towards this upgrade. This is separate and apart from the Clean Water Fund. The Town administrators have been talking to the State DOC for more than a year, and the problem in the future will be the change in the State administration, and there is a lack of time and interest in getting their attention.

Mr. Milone will pursue support from the Town’s five legislators on this matter since they have had interest in helping with this matter, and at this point it is out of the hands of the executive branch. Therefore, he will go the route of asking our delegation to take this matter on for the Town.

- Bond refunding option

Mr. Milone said this is a new objective, and in the next 4 to 6 weeks, he will be back to the Council with an award for the refunding.

The next four bullets are repeats of this year.

- Continue a pre-planning operating budget process for the Fall of 2010

Mr. Milone stated that this was established about a year and a half ago, and last Fall the Council spent a lot of time planning the budget process. This is one of the most important changes adopted as far as the budget goes, and it gave everyone a good sense of what we were going into. It also gave the administration a much more realistic sense of what the Council would want, and it made the budget process go smoother, and any revisions to be made were easier without the Council having to cut as much as expected. Also, the budget has been taken out three years. This is hard to do but forces everyone to ask questions which would not otherwise be asked.
The last four bullets are new.

- Review and evaluate all user fees and potential for new fees. According to Mr. Milone this has been done sporadically over the last few years. The Town has not embarked on a full scale, across the board, look at every fee, revisit it, and utilize the same methodology in determining whether it is fair or reasonable. This review and evaluation will be undertaken with all departments.

- Revise investment policy
  Mr. Milone said the policy is somewhat outdated. Given what has happened in the market, it is time to reevaluate the policy, and this will be brought to the Budget Committee in early July.

- Enhance the capital budget development
  Mr. Milone said this has been talked about but not done, and now there is a realization of how important it is. We are in the process of doing this; the forms have been redesigned going out to departments; and the Council will have easier forms to work with, less paper and blanks to be filled in. It is concise, on one page, and as part of the analysis some of the graphs and charts will be revised. It is also hoped there will be a change in the way projects are evaluated.

- Enhance capital budget development
  Mr. Milone said we need to take greater advantage of the Capital Planning Account, and delay the start of projects until we have a firm number which everyone is comfortable with.

Mr. Milone said that too often, in the past, we have gone ahead with projects based on estimates, and they were not based on estimates from an engineer. Sometimes there are overruns and sometimes projects come in under budget. For everyone to be comfortable with what is being asked for, we must take advantage of the Capital Planning Account. Some towns do not go ahead with a project unless it has been presented in the previous year, unless there is a critical emergency. Going forward, the key is to establish a more rational evidenced based process for making decisions in the capital plan. The Council and administration fast track the capital budget to get adopted by the end of August in order to get things on the November referendum.

In the Town Charter the capital budget process is outlined giving the Council until late October for decisions on a capital budget. However, this has been accelerated by 2 ½ months to get referendum projects on the November ballot. It works in that regard, but it takes a well designed and thought out process and presses it in a way it was not designed to do. We need to do more up front, and Mr. Milone hopes this is the first step in doing this.
• Re-establish formal Town/Board of Education joint services review
Mr. Milone informed the Council that there was a committee formed in the mid-1990’s, and it worked quite well, but not much has been done since then. Mr. Milone is not sure there are a lot of opportunities for efficiencies to come out of this, but Dr. Florio and he hope that when the budget is presented next year they can put to rest the questions asked annually about building maintenance, grounds maintenance, payroll, accounting, etc. Staff will assemble information, give it to the Council, and the Council can decide whether a committee should be formed to review the information.

II. Continue to enhance effectiveness of staff to ensure highest level of customer service.

• Work to enhance employee morale and productivity (with special emphasis on Police and Public Works Departments) by implementing Phase II of the FISH initiative.
Mr. Milone explained to the Council that the Town administration saw the need to do something town wide, and has created a program and initiative…the FISH program, to improve morale, motivation, and enliven the organization. All the department heads worked together over a few months, and came up with the FISH program. This program is modeled after a fish market in Seattle, Washington, and has four basic principles to cultivate in the organization. They are “Choose Your Attitude”; “Play”; “Make Your Day”; and “Be Present”. A facilitator presented this program to 90% of the employees, except for the 2nd and 3rd shifts at the Police Department. The most powerful part of the program is to be in the room with the facilitator, who is a stranger, and working with other departments who you don't know. This is the real benefit of getting the first impression that is so important with this initiative. To get all the police officers in for the program the Town would have to pay a significant amount of overtime. All the police supervisors will be brought in for the 3 hour training; give the books and videos to all the other officers; and have the supervisors continue to take these officers through the process.

The Town is now in the 2nd phase of this initiative. In order to get the program to be effective, everyone has to be engaged. Committees have been set up around each of the four principles. Employees from every bargaining unit and satellite facility will work with a department head/facilitator on each one of the principles and come up with a list of recommendations. Then, these recommendations will be discussed by everyone, and they will become the foundation of what is used going forward to come up with a set of values for the organization, and many programs which various groups will sustain. One off-shoot of all this is the art exhibit in the lobby. Seven people volunteered and, on a regular basis, the Town is getting art from all departments, the schools, Historical Society, and local artists. These seven people go out, get art, bring it in and set up, re-arrange it, continue to get more art for the exhibit area. There is a book club hour at the Library which starts next week and continues for 6 months with employees
having book discussion. The Fine Arts Department will present some fine arts programs offered during the day to employees.

Mr. Milone explained that rather than sending Town employees to motivational and management programs as has been done for the last few years, the employees can try something different and enjoyable, and a diversion, making for some creative opportunity in their lives. Some of this will be non-traditional, such as classes of fine arts for 3 weeks for 2 hours each week, with employees taking art classes.

Mr. Milone said that great things have been suggested; offices want to take responsibility for a quote of the week. The Town Clerk’s office would be responsible for a quote on a Monday morning which goes out to everyone, and hopefully, generates some enthusiasm and is consistent with whatever is going on in the organization at that time. It is hoped to use video streaming to get much of this out to the employees, to break down the wall, and reach people in a more personal way. Mr. Milone said this is a significant undertaking, and it is hoped, as we go into Phase II, we will find it has benefits throughout the organization.

- Review and revised, as needed, personnel policies, programs and procedures.

Mr. Milone said this is done annually with the Personnel Committee. Now that contracts are being negotiated this has allowed staff to take apart some of the things offered to employees, some things we would like to have as managers. They are minor in nature, but are important, and would like to see adhered to.

The next four bullets are a repeat of what has been discussed in the past.

Mr. Milone informed the Council that the administration would like to expand professional development for employees. But, it has become expensive to bring someone in or send employees out, and the Town has taken advantage of the webinars more and more at $125 to $150 for a three hour session, sometimes along with a video. There is still ongoing professional development, but the nature of it has changed a little bit.

- Maintain ICMA Credentialed Manager Status

Mr. Milone stated he will, for the 6th year, maintain his credentialing status with ICMA. Because he has reached the 5th year threshold, there is a different assessment process, with a 360 degree assessment. In that regard, Mr. Milone must come back to staff and Council to do a full assessment and analysis of the Town Manager, and it will probably be done in September or October.

### III. Continue to improve operational efficiency and effectiveness.
- Continue to enhance goods/services review and oversight process.
Mr. Milone said the issues in this goal are consistent with past goals. The whole contract review process is being refined, and there must be greater advantage taken of the new software.

- Revise PBC rules and regulations to improve efficiency.
  This is another area to be revised to improve efficiency, and Mr. Milone said this will be done through the Ordinance Review Committee.

- Cutback Management Strategies
  Mr. Milone stated this will, probably, be seen in his goals and objectives for the next few years.

  - Continue cutback management strategies through ongoing reassessment of departmental services, costs and outcomes with special emphasis on “process” followed in key service delivery areas.
    Mr. Milone said the process must be followed, and when the process is followed, step by step, there are inefficiencies and deficiencies seen in the process. The cost of nonconformance is seen, i.e. examples of where someone did not follow a simple process, and this is where the largest share of costs are in delivery of services…simple breakdowns and a simple chain of events that someone should follow.

  - Re-establish formal Town/BOE joint services review
    This is a new goal and Mr. Milone said it appears in two places because it applies to two different goals.

IV. Expand communication efforts to enhance citizen awareness of and Involvement in Town Government, and maintain a high level of Communication with all stakeholders.

Mr. Milone said these goals are consistent with past goals, with a few exceptions.

- Research possible uses of new technology to disseminate information and encourage feedback.
  This is part of the Town and BOE services review, with greater collaboration on I.T. It is fragmented and there is less efficiency.

Mr. Milone said there is concern about our future and our infrastructure, and how we are positioned with whatever comes up in the near future. The last time major infrastructure changes were made was in the late 1990’s with establishment of the Town’s network. Now there is a need to look at whatever is out there in terms of infrastructure technology. This will be collaborated between the Town and BOE employees.
• Enhance Web Site
Mr. Milone said this has been worked on, and it is hoped to have the web site enhanced by the end of the year. This is important since the web site has a lot of information, but it is not user friendly. The staff will be working on major changes to the web site, following models which worked for other towns, and the committee must come together and implement the changes. Most of this is being done in-house, and Mr. Milone said once there is a good idea of what we want designed, a consultant will be brought in. He said that Ms. Harten, Library Director has a great deal of creativity and knowledge of software, and she has been helpful with the web site. The Library has a stand alone website.

The last three bullets involve responsiveness and accessibility to the public, and Mr. Milone said these are very important to all that is done in Town Hall. People want to talk to someone and want a response that is understood. Last year one of the Council comments was to expand the amount of information to the Council, and this is an objective for next year as well. Mr. Milone stated he wants to hold meetings with individual Council members.

V. Continue or complete or advance key Town projects
Mr. Milone noted that some of these projects are still out there and some are in process. Others have been talked about and will show up on the radar screen within the next few months when the capital budget is done.

The third bullet and the last four bullets are new.

Mr. Slocum asked Mr. Milone how his goals and objectives are translated to the department heads, since they become theirs as well.

In response, Mr. Milone explained that this is accomplished when he conducts the performance evaluations of department heads. As part of this evaluation, goals and objectives are established for the next fiscal year, and they are drawn, primarily, from those of the Town Manager. There are also goals and objects which departments have that are separate and apart from this, but most of them are spill overs from Mr. Milone’s, especially the financial ones. Most of the goals and objectives, in one way or another, apply to every department.

Once the Council adopts the Town Manager’s goals and objectives, Mr. Milone sends them to every department head. This helps them formulate the ones they establish with the Town Manager, so they become the foundation of where they go, individually, with their departments.

Mr. Slocum asked Mr. Milone to share what was set out for the goals and objectives of a particular department head based on those of the Town Manager.
In that regard, Mr. Milone said he could bring in some representative samplings, without identifying people. Without doing it this way there could be problems or issues created. Mr. Milone can show how there is the inter-relationship of what the Council establishes for him, and what that means in terms of the employees, and what it looks like at the end of the year.

Mr. Milone explained that the department head does a self assessment, so they tell him, based on their judgment of what they were supposed to do, whether they think they achieved it or not. Those things not achieved continue to reappear as goals in subsequent years. Mr. Milone will come up with a representative sampling of each form, how they inter-relate, and show it to the Council.

The employee performance evaluation form was showed to the Council, and Mr. Milone said he evaluates staff based on these forms. On the comment page he notes their success in achieving their goals and objectives, and list 6 to 12 goals for the next year. The department heads do a similar evaluation with their employees.

Mr. White asked about problems or issues with specificity if Council were to see performance evaluations of employees. He asked if there was a law prohibiting Council from seeing this information.

Stating he did not know, Mr. Milone said he feels there is a separation there in terms of the respective roles of the Town Manager and Town Council. Mr. Milone stated he is charged, by the Council, with managing the executive branch, and the Council does not ask him for specific information on performance of employees. This breaks what he believes to be his understanding of the relationship between the executive and legislative branch.

Council Chairman Slocum said he was not looking to violate that, but wanted just a generic model of a performance evaluation.

Mr. White stated his disagreement, and his concern is what happens if Mr. Milone left his position and there is a new Town Manager. This new person would rely on the reviews and personnel files which are in place from Mr. Milone. He is curious that this Council would not, necessarily, agree with the reviews which Mr. Milone has put in place for staff.

In regard to that statement, Mr. Schrumm said that a new town manager could have different feelings about department heads regardless of what Mr. Milone had put into the personnel files. He agreed with Mr. Slocum and Mr. Milone about being careful of the rules and responsibilities of the legislative body as set up by the Town Charter.

Mrs. Giddings said this is not something which the Council should get involved in. A generic employee model evaluation form would be fine.
The Council was informed by Mr. Milone that his contract has two years left, and the Council is not bound to have the goals and objectives done by June 30th. However, it does help to have them in order to get them set for the department heads. If modifications are needed to the department head goals and objectives, Mr. Milone can add it later on.

The implementation of the new accounting system was raised by Mr. Schrumm who asked whether this is done or scheduled to be done by the end of FY 2011. He would like to see a time frame set for completion of this update and the new system. He also asked about e-commerce, electronic sign-up on the web site, and what this means across the entire Town enterprise.

Stating this is the wave of the future, Mr. Milone said the first place e-commerce would be used is with the Parks and Rec Department which has the major share of the walk-in business. The challenge is just getting there, and it is hoped that by the end of next year this program would be up and running. This is all part of the technology issues being looked at.

Mrs. Giddings asked if there is, annually, a staff survey on the performance of the Town Manager.

In response, Mr. Milone said this is not done, but this year it will be done as part of the 360 degree assessment through ICMA.

Regarding re-establishment of Town/BOE joint services review, WPCA sewer use study, Library reconfiguration and RFID conversion, etc. Mrs. Giddings said some of the bullets are very specific, and some are up or down. She said the majority of them are phrased in a way of improvements or enhancements, and not just an obvious stumbling block. It was suggested by Mrs. Giddings that they be re-phrased, i.e. the Town/BOE joint services review. She does not think anything should be in the goals that are not dependent upon the Town Manager’s efforts, but also dependent upon someone else’s efforts. In that regard if the Town Manager does the best he can, a goal may not be accomplished.

Mr. Milone stated that the challenge is that whatever he does requires collaboration and people working together. Therefore, most of what is established in the goals and objectives requires working with others.

Mr. Ruocco said that the Council can re-work, react and make adjustments to the Town Manager’s goals and objectives, or keep them as they are stated.

With regard to the formation of the capital budget groups, Mr. Slocum had asked that the prior year’s information be included as the 6th column on the forms.
Mr. Milone said that information will be on the summary form which the Council receives. On the summaries where the 5 years are shown, there will be a column to the left showing “Prior Appropriation”. This will be similar to the operating budget where you can see what was spent last year, what is appropriated this year, and what is being asked for in the next year.

Mr. Schrumm commented on new projects being dropped into the five year plan, without being fully vetted. Projects cannot be dropped into the capital budget. It has gotten better over the past few years, but there was a time when projects were dropped in, and this cannot be done.

Mr. Milone reiterated that the capital planning money must be used as it was intended, and it should be used more frequently. With the fact that the Town is facing the $7 million pool and $35 million WWTP expenditures, Mr. Milone said that we must use the tools needed to adequately make decisions on projects. The money is tighter and it must be scrutinized more carefully with the tools in place to do this.

Mr. Sima commented on the measurements and criteria area, and said he will provide information back to the Council. He said these should be more precise on attainment of these goals.

Regarding time management, Mr. White said there are certain things he would not spend time on, such as going to Hartford to discuss things which have not started with the Town Council, and conversations with union leadership about elections.

In his defense, Mr. Milone said he went to Hartford to testify without the expectation he would be asked the question he was asked. He had been told he was going to testify on the real estate conveyance tax, and this is what he did. In the course of sitting on a panel of other people representing large cities, other questions were brought up and directed at him. Mr. Milone stated his trip up there was not for the purpose of discussing what was ultimately discussed, but was for the purpose of pressing the legislature to expand the real estate conveyance tax.

6. TOWN MANAGER’S ANNUAL PERFORMANCE REVIEW (POSSIBLE EXECUTIVE SESSION)

MOTION by Mr. Slocum; seconded by Mr. Falvey.

MOVED that the Town Council enter Executive Session at 8:46 p.m. to include the Town Manager for the purpose of discussing his annual performance review.

VOTE The motion passed unanimously by those present.
MOTION by Mr. Schrumm; seconded by Mrs. Giddings.

MOVED that the Town Council exit Executive Session at 10:10 p.m.

VOTE The motion passed unanimously by those present.

7. ADJOURNMENT

MOTION by Mr. Schrumm; seconded by Mrs. Giddings.

MOVED that the Town Council adjourn at 10:10 p.m.

VOTE The motion passed unanimously by those present.

Attest:

Marilyn W. Milton, Clerk