

# TOWN OF WINDSOR, CONNECTICUT

## Special Meeting Notice



**AGENCY:** Personnel Committee  
**DATE:** September 20, 2016  
**TIME:** 6:00 PM  
**PLACE:** Town Hall – Ludlow Room

### AGENDA

1. Call to order
2. Public comment
3. \*Candidate Interviews and reappointments for boards and commissions
4. Discussion of New Applicant form
5. \*Discussion of Town Manager's Evaluation
6. Staff reports
7. Approval of minutes
  - a) \*May 25, 2016
8. Adjournment

\*Backup materials attached

Public Act 75-312 requires notice of Special Meetings to be posted in the Town Clerk's Office not less than 24 hours prior to the time of such meeting. No other business shall be considered at this meeting than that listed on this Agenda.

**Personnel Committee  
Candidate Interviews & Reappointments  
September 20, 2016**

**6:10 PM**

**Steven Fraysier – Interested in Inland Wetlands and Watercourses Commission – Republican – APPOINTMENT**

- 1 Republican member vacancy
  - Four year unexpired term to expire March 31, 2018 or until a successor is appointed *(to replace Gilbert)*

**6:20 PM**

**Paul St. Amand – Inland, Wetlands and Watercourses Commission – Republican – REAPPOINTMENT (no show for 5/25/16 meeting)**

- Four year term to expire March 31, 2020 or until a successor is appointed

**6:30 PM**

**William Warner-Prouty – interested in Library Advisory Board – Democrat - APPOINTMENT**

- Three year term to expire April 30, 2019 or until a successor is appointed *(to replace Raphael)*

**6:40 PM**

**James Klase – interested in Conservation Commission and Inland Wetlands & Watercourses Commission – Democrat – APPOINTMENT**

**Conservation Commission**

- 1 Democratic member vacancy
  - Five year term to expire November 30, 2021 or until a successor is appointed *(to replace Eatherton)*
- 2 Democratic Alternate vacancies
  - Five year term to expire November 30, 2020 or until a successor is appointed *(to replace O'Leary)*
  - Five year term to expire November 30, 2020 or until a successor is appointed *(to replace Washington)*

**Inland Wetlands & Watercourses Commission**

- 1 Democratic member vacancy
  - Four year term to expire March 31, 2020 or until a successor is appointed *(to replace Kames)*

**6:50 PM**

**Jill Levine – Town Planning & Zoning Commission – Democrat – would like to move up from an alternate position to a full membership on board – APPOINTMENT**

- One Democratic member vacancy
  - Five year unexpired term to expire November 10, 2018 or until a successor is appointed *(to replace O'Brien)*

**7:00 PM**

**Lawrence Jaggon – Town Planning & Zoning Commission – Democrat – would like to move up from an alternate position to a full membership on board – APPOINTMENT**

- One Democratic member vacancy
  - Five year unexpired term to expire November 10, 2018 or until a successor is appointed *(to replace O'Brien)*

**7:10 PM**

**James Walton – Inland Wetlands and Watercourses Commission – Unaffiliated – would like to move up from an alternate position to a full membership on board - APPOINTMENT**

- 1 Democratic member vacancy
  - Four year term to expire March 31, 2020 or until a successor is appointed *(to replace Kames)*
- 1 Republican member vacancy
  - Four year unexpired term to expire March 31, 2018 or until a successor is appointed *(to replace Gilbert)*



## ANNUAL TOWN MANAGER EVALUATION

**Employee:** Peter Souza

**Position:** Town Manager

**Date of Hire:** October 13, 2004

**Period Covered by This Evaluation:** October 2015 – October 2016

**Name of Evaluator:** \_\_\_\_\_

**Evaluator Title:** Windsor Town Council Member

This evaluation form contains nine categories of evaluation criteria. Each category contains a number of statements to describe standards in that category. For each statement, use the following scale to indicate your rating of the town manager's performance. DO NOT calculate the category average score. The Personnel Committee will do so.

- 5 = Excellent** (almost always exceeds the performance standard)
- 4 = Above average** (generally exceeds the performance standard)
- 3 = Average** (generally meets the performance standard)
- 2 = Below average** (usually does not meet the performance standard)
- 1 = Poor** (rarely meets the performance standard)

Any item left blank will be counted as a no answer, and will NOT be factored into the category average.

The 9 categories will count for 75% of the overall grade. The agreed about objectives will count for 25% of the overall grade.

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period.



**PERFORMANCE CATEGORY SCORING**

**1. INDIVIDUAL CHARACTERISTICS**

- \_\_\_\_\_ Diligent and thorough in the discharge of duties, "self-starter".
- \_\_\_\_\_ Exercises good judgment.
- \_\_\_\_\_ Displays enthusiasm, cooperation, and willing to adapt.
- \_\_\_\_\_ Is enthusiastic and actively participates in community activities both as town manager and as a Windsor resident.
- \_\_\_\_\_ Exhibits composure, appearance and attitude appropriate for executive position.

**Final Average Score =**

**2. PROFESSIONAL SKILLS AND STATUS**

- \_\_\_\_\_ Demonstrates a capacity for innovation and creativity.
- \_\_\_\_\_ Sets a professional example by handling affairs of the public office in a fair and impartial manner.
- \_\_\_\_\_ The town manager's strategic planning practices leads to goal setting and policy development, assisting elected officials in developing a vision and sense of direction for the future of town government and community.
- \_\_\_\_\_ Demonstrates concise oral and written communications skills and the ability and willingness to communicate in an open, straightforward and positive manner with elected officials, staff, employees and the community.
- \_\_\_\_\_ Is professional, diplomatic and effective in dealings with the news media.
- \_\_\_\_\_ Independently recognizes problems, develops relevant facts, formulates alternate solutions and makes appropriate recommendations.

**Final Average Score =**

**3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY**

- \_\_\_\_\_ Carries out directives of the body as a whole as opposed to those of any one member or minority group.
- \_\_\_\_\_ Provides Council with adequate information and keeps them informed about activities of town boards and commissions, regional groups and community organizations to enable the Council to make appropriate and timely decisions.
- \_\_\_\_\_ Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions.
- \_\_\_\_\_ Assists by facilitating decision making without usurping authority.
- \_\_\_\_\_ Responds well to requests, advice, and constructive criticism.

**Final Average Score =**



**4. POLICY EXECUTION**

- \_\_\_\_\_ Provides prompt, thorough and fully responsive implementation and follow-through on Council decisions, actions and directions, providing timely feedback to the Council regarding the status of such actions.
- \_\_\_\_\_ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization.
- \_\_\_\_\_ Understands, supports, and enforces local government's laws, policies, and ordinances.
- \_\_\_\_\_ Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical.

**Final Average Score =**

**5. SUPERVISION**

- \_\_\_\_\_ Encourages heads of departments to make decisions within their jurisdictions with minimal town manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff.
- \_\_\_\_\_ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback and helps to develop the competency and capabilities of town staff.
- \_\_\_\_\_ Encourages teamwork, innovation, and effective problem-solving among the staff members.
- \_\_\_\_\_ Ensures capable and competent people fill town positions and fosters the personal and professional development of replacements for known staff vacancies.
- \_\_\_\_\_ Effective in maintaining employee morale and empowers and motivates employees through guidance and mutual respect.

**Final Average Score =**

**6. FISCAL MANAGEMENT**

- \_\_\_\_\_ Prepares a balanced budget to provide services at a level directed by council.
- \_\_\_\_\_ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively.
- \_\_\_\_\_ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.
- \_\_\_\_\_ Appropriately monitors and manages fiscal activities of the organization.

**Final Average Score =**

**7. ECONOMIC DEVELOPMENT**

- \_\_\_\_\_ Economic and development strategies and procedures result in attracting and retaining both small and large enterprises which contribute to the expansion of the town's tax base and provide expanded and stable employment opportunities for residents.

**Final Average Score =**



**8. QUALITY OF SERVICES**

- \_\_\_\_\_ Evaluates and maintains the town's organizational structure, staffing and operational practices toward providing a high level of cost-effective services to the citizens.
- \_\_\_\_\_ Regularly explores opportunities for cost reduction, revenue enhancement or incorporation of supplemental resources.
- \_\_\_\_\_ Considers financial impact before decisions are made.

*Final Average Score =*

**9. COMMITMENT TO QUALITY OF LIFE**

- \_\_\_\_\_ The town manager continuously acts to maintain and enhance the quality of life for residents through effective planning and management of services, programs & services.
- \_\_\_\_\_ Ensures actions are taken and results achieved are consistent with the culture and environment desired by residents.

*Final Average Score =*

**10. SUMMARY AND COMMENTS**

What constructive suggestions or assistance can you offer the manager to enhance performance? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Final Overall Average Score:** \_\_\_\_\_



New Accomplishments or abilities (since last evaluation)

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Describe Goals for next performance review and means by which goals will be achieved:

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**Evaluator's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This evaluation was discussed with the employee on (date): \_\_\_\_\_

Employee Comments:

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I understand that my signature does not necessarily imply that I agree with the above. However, I do confirm that I have received a copy of this performance evaluation. I understand that I may respond to this performance evaluation in writing and a copy of my response will be placed in my personnel file.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TOWN OF WINDSOR  
Personnel Committee  
Special Meeting Notice  
May 25, 2016  
Dr. Primus Room  
UNAPPROVED MINUTES**

**1. CALL TO ORDER**

The meeting was called to order at 6:00 p.m.

Present: Deputy Mayor Terranova and Councilors Jepsen and Jenkins

**2. PUBLIC COMMENT - None**

**3. CANDIDATE INTERVIEWS AND REAPPOINTMENTS FOR BOARDS AND COMMISSIONS**

***a) Alexander Correia – interested in Town Planning & Zoning Commission and Board of Assessment Appeals – Republican – APPOINTMENT***

The committee met with Mr. Correia to discuss his interest in becoming a member on the Town Planning & Zoning Commission and Board of Assessment Appeals. Mr. Correia is aware that there are no openings at the current time on the Board of Assessment Appeals. He is able to commit to monthly meetings on the second Tuesday of each month.

MOVED by Councilor Jenkins, seconded by Councilor Jepsen, to APPOINT Alexander Correia as a Republican Alternate member to the Town Planning & Zoning Commission for a two year term to expire November 11, 2017 or until a successor is appointed.

Motion Passed 3-0-0

***b) Jennifer Hotchkiss – Interested in Town Planning & Zoning Commission – Independent – APPOINTMENT***

Ms. Hotchkiss met with the committee to discuss her interest in becoming a member on the Town Planning & Zoning Commission. After speaking to Ms. Hotchkiss she had many great ideas for the economic development of the town. She agrees she would be interested in joining the economic development commission. She is aware of the meeting times and is able to commit to an afternoon meeting every other month. She asks to have her information forwarded to Peter Souza, Town Manager. No action taken.

**c) Max Kuziak – interested in Human Relations Commission – Democrat – APPOINTMENT**

Mr. Kuziak met with the committee to discuss his interest in becoming a member on the Human Relations Commission. Mr. Kuziak was a long-time member of the Human Relations Commission and took a two year break. He's interested in returning. While on the commission he never missed a meeting.

MOVED by Councilor Jepsen, seconded by Councilor Jenkins to APPOINT Max Kuziak as a Democratic Alternate member to the Human Relations Commission for a three year unexpired term to expire May 31, 2018 or until a successor is appointed.

Motion Passed 3-0-0

**d) Gary Olin – interested in Inland Wetlands and Watercourses Commission – Republican – APPOINTMENT**

Mr. Olin met with the committee to discuss his interest in becoming a member on the Inland Wetlands and Watercourses Commission. Mr. Olin used to live near a brook in Shelton and became very familiar with water contaminants. He now lives near a pond and is concerned with the health of the pond. He is very interested in environmental issues. He and his whole family are volunteers at the Fidelco Corporation. He is available to make all the meetings. No vote taken pending further information.

**e) Marcia Hinckley – interested in Historic District Commission – Democrat – APPOINTMENT**

Ms. Hinckley met with the committee to discuss her interest in becoming a member on the Historic District Commission. Ms. Hinckley was on the commission before and is interested in returning. She lives in the historic district and also lives in an historic house.

MOVED by Councilor Jenkins, seconded by Councilor Jepsen to APPOINT Marcia Hinckley as a Democratic Alternate (residential) member to the Historic District Commission for a two year term to expire October 14, 2017 or until a successor is appointed.

Motion Passed 3-0-0

**f) Kevin Washington – interested in Library Advisory Board, Inland Wetlands and Watercourses Commission and Town Planning & Zoning Commission – Unaffiliated – APPOINTMENT**

The committee met with Mr. Washington to discuss his interest in becoming a member on various boards/commissions. Mr. Washington was made aware that he cannot be a member of both the Inland Wetlands and Watercourses Commission and the Town Planning & Zoning Commission at the same time. He is interested in moving from an alternate position to a regular position on the Inland Wetlands and Watercourses

Commission. He is also an avid reader and has been interested in becoming a member on the Library Advisory Board. No vote taken pending additional candidate interview.

**g) Pamela Lofton-McGeorge – interested in moving up from an Alternate position to a full membership on the Human Relations Commission – Democrat – APPOINTMENT**

Ms. Lofton-McGeorge sent a letter to the committee expressing her interest in moving up from an alternate position on the Human Relations Commission to a full membership. She has been interviewed in the past.

MOVED by Councilor Jepsen, seconded by Councilor Jenkins to APPOINT Pamela Lofton-McGeorge as a Democratic member to the Human Relations Commission for a three year unexpired term to expire May 31, 2017 or until a successor is appointed.

Motion Passed 3-0

**h) Pamela Cook – interested in Youth Commission – Unaffiliated – APPOINTMENT**

The committee reviewed Ms. Cook's application for reappointment to the Youth Commission.

MOVED by Councilor Jenkins, seconded by Councilor Jepsen to APPOINT Pamela Cook as an Unaffiliated regular member to the Youth Commission for a three year term to expire January 30, 2019 or until a successor is appointed.

Motion Passed 3-0-0

**i) Joyce Armstrong – Human Relations Commission – Democrat – REAPPOINTMENT**

The committee reviewed Ms. Armstrong's application for reappointment to the Human Relations Commission.

MOVED by Councilor Jepsen, seconded by Councilor Jenkins to REAPPOINT Joyce Armstrong as a Democratic member to the Human Relations Commission for a three year term to expire May 31, 2019 or until a successor is appointed.

Motion Passed 3-0-0

**j) Linda Rickard – interested in swapping seats with Amy Silliman for alternate position – Commission on Aging & Persons with Disabilities – Democrat – APPOINTMENT**

MOVED by Councilor Jenkins, seconded by Councilor Jepsen to APPOINT Linda Rickard as a Democratic Alternate member to the Commission on Aging & Persons with

Disabilities for a two year unexpired term to expire November 30, 2016 or until a successor is appointed.

Motion Passed 3-0-0

***k) Amy Silliman-Avedisian – interested in swapping seats with Linda Rickard for a full membership position – Commission on Aging & Persons with Disabilities – Democrat – APPOINTMENT***

MOVED by Councilor Jepsen, seconded by Councilor Jenkins to APPOINT Amy Silliman-Avedisian as a Democratic member to the Commission on Aging & Persons with Disabilities for a three year unexpired term to expire January 31, 2017 or until a successor is appointed.

Motion Passed 3-0-0

#### **4. STAFF REPORTS**

Deputy Mayor Terranova suggested that more specific questions be added to the online application. She will draft additional questions and bring them up for review at the next meeting.

#### **5. APPROVAL OF MINUTES**

a) March 15, 2016

MOVED by Councilor Jepsen, seconded by Councilor Jenkins to approve the unapproved minutes of March 15, 2016 with correction.

Motion Passed 3-0-0

#### **6. ADJOURNMENT**

MOVED by Councilor Jepsen, seconded by Councilor Jenkins to adjourn the meeting at 7:56 p.m.

Motion Passed 3-0-0

Respectfully Submitted,

Jill Jenkins  
Councilor