

TOWN OF WINDSOR, CONNECTICUT

Special Meeting Notice



AGENCY: Personnel Committee
DATE: September 13, 2017
TIME: 6:00 PM
PLACE: Town Hall – Dr. Primus Room

AGENDA

1. Call to order
2. Public comment
3. *Candidate Interviews and reappointments for boards and commissions
4. *Discussion regarding the format and timeline of the Town Manager's evaluation
5. Staff reports
6. Approval of minutes
 - a) *July 31, 2017
7. 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
September 13, 2017
Candidate Interviews and Reappointments**

6:10 PM

Marsha Brown – Unaffiliated – Commission on Aging & Persons with Disabilities – move up from alternate to regular membership – APPOINTMENT

- Three year unexpired term to expire November 8, 2017 or until a successor is appointed
(Attendance: 2014 – 6 of 8 mtgs; 2015 – of 7 of 9 mtgs; 2016 – 8 of 10 mtgs)

6:20 PM

Alpha Nicholson III – Unaffiliated – interested in Fair Rent Commission and Housing Authority of the Town of Windsor – APPOINTMENT

Fair Rent Commission

Two Republican Member vacancies

- Three year term to expire March 31, 2020 or until a successor is appointed
(to replace Caruso [homeowner] or to replace Grossi [tenant])

One Republican Alternate member vacancy

- Three year term to expire March 31, 2018 or until a successor is appointed
(to replace Wise [tenant])

Two Democratic Member vacancies

- Three year term to expire March 31, 2018 or until a successor is appointed
(to replace Donegan [homeowner] and McQueeny [landlord])

One Democratic Alternate vacancy

- Three year term to expire March 31, 2018 or until a successor is appointed
(to replace Gaylord [landlord])

Housing Authority of the Town of Windsor

One Democratic Member vacancy

- Five year unexpired term to expire July 31, 2018 or until a successor is appointed
(to replace Richardson)

REAPPOINTMENTS

a) Ikesha Guy – Democratic Member – Fair Rent Commission – REAPPOINTMENT

- Three Year term to expire March 31, 2019 or until a successor is appointed
(Attendance: 2014 – 1 of 1 mtgs; 2015 – 2 of 2 mtgs; 2016 – 0 mtgs held)



ANNUAL TOWN MANAGER EVALUATION

Individual Working Document

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.

- 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.

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



Annual Town Manager Evaluation

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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.

Comments:

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.

Comments:

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.

Comments:



Annual Town Manager Evaluation

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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.

Comments:

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.

Comments:

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.

Comments:



Annual Town Manager Evaluation

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.

Comments:

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.

Comments:

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.

Comments:

10. ADDITIONAL COMMENTS

Please comment on the town manager's ability to achieve the goals set forth in last year's evaluation: _____



Annual Town Manager Evaluation

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 upcoming year? _____

TOWN OF WINDSOR, CONNECTICUT
Personnel Committee
July 31, 2017
Town Hall – Dr. Primus Room
UNAPPROVED MINUTES

1. CALL TO ORDER

Present: Deputy Mayor Terranova, Councilor Jill Jenkins, and Councilor Donald Jepsen

The meeting was called to order at 6:02 p.m.

2. PUBLIC COMMENT - None

3. CANDIDATE INTERVIEWS AND REAPPOINTMENTS TO BOARDS AND COMMISSIONS

a) William Warner-Prouty – Democrat – Interested in Library Advisory Board - APPOINTMENT

The committee met with Mr. Warner-Prouty to discuss his interest in becoming a member on the Library Advisory Board. Mr. Warner-Prouty lives in Windsor and enjoys the community. He is on the Windsor Library Association, is an avid reader and believes the library belongs to everyone.

MOVED by Councilor Jenkins, seconded by Councilor Jepsen to appoint William Warner-Prouty as a Democratic member to the Library Advisory Board for a three year term to expire April 30, 2020 or until a successor is appointed.

Motion Passed 3-0-0

b) Fran Ward-Nelson – Democrat – Interested in Library Advisory Board - APPOINTMENT

The committee met with Ms. Ward-Nelson to discuss her interest in becoming a member to the Library Advisory Board. Ms. Ward-Nelson is well read and reads about 400-500 books per year. She is a pharmacist and has military experience. She worked as a page in the library during her high school years.

MOVED by Councilor Jenkins, seconded by Councilor Jepsen to appoint Fran Ward-Nelson as a Democratic member to the Library Advisory Board for a three year term to expire April 30, 2020 or until a successor is appointed.

Motion Passed 3-0-0

c) Aaron Hill – Republican – Interested in Board of Assessment Appeals and Fair Rent Commission – APPOINTMENT

Mr. Hill did not show up for the appointment.

d) Charles Jackson – Republican – Hartford Area Cable Television Advisory Council - APPOINTMENT

The committee met with Mr. Jackson regarding his interest in becoming a member on the Hartford Area Cable Television Advisory Council and discussed the duties of the committee. Mr. Jackson reviewed his resume in TV. He prepared a video and presented it to the committee to show off some of his video skills. He is concerned about rising TV fees and wants to see what he can do to help.

MOVED by Councilor Jepsen, seconded by Councilor Jenkins to appoint Charles Jackson as a Republican member to the Hartford Area Cable Television Advisory Council for a two year term to expire June 30, 2018 or until a successor is appointed.

Motion Passed 3-0-0

e) Ruth Jefferis – Republican Member – Library Advisory Board - APPOINTMENT

The committee met with Ms. Jefferis and discussed her interest in becoming a part of the Library Advisory Board. Ms. Jefferis is very concerned about the future of the library. She mentioned the importance of programs, especially for the very young and the old. She has served on other commissions. She feels that technology threatens the use of hard bound books. She feels that books are comforting and would like to see them used more and preserved for young readers. The Library Advisory Board meets on the same day as the Inland Wetlands and Watercourses Commission, which would be in conflict with her existing commission schedule.

f) Dionne Robinson – Democratic Member – Interested in Wilson/Deerfield Advisory Committee – APPOINTMENT

The committee spoke with Ms. Robinson regarding her interest in becoming a member on the Wilson/Deerfield Advisory Committee. Ms. Robinson has lived in Windsor for eight years and loves her community and street. She does have some concerns about the area and she'd like to highlight some of the wonderful people that live there. The committee let Ms. Robinson know that the meetings are held on the last Wednesday of each month.

MOVED by Councilor Jepsen, seconded by Councilor Jenkins to appoint Dionne Robinson as a Democratic member to the Wilson/Deerfield Advisory Committee for a three year term to expire April 30, 2020 or until a successor is appointed.

Motion Passed 3-0-0

g) *Marty Collier – Republican Member – Inland Wetlands and Watercourses Commission – REAPPOINTMENT*

The committee met with Ms. Collier regarding her interest in being reappointed to the Inland Wetlands and Watercourses Commission. Ms. Collier describes herself as vocal. She has taken advantage of some of the state training. Ms. Collier explained her recent absences. She thought she could not attend meetings until she was reappointed. Deputy Mayor Terranova explained to Ms. Collier that her position continues ‘until a successor is appointed’, which was stated at the time of her appointment.

MOVED by Councilor Jepsen, seconded by Councilor Jenkins to reappoint Marty Collier as a Republican member to the Inland Wetlands and Watercourses Commission for a four year term to expire March 31, 2021 or until a successor is appointed.

Motion Passed 3-0-0

h) *Pamela Lofton-McGeorge – Democratic Member – Human Relations Commission – REAPPOINTMENT*

MOVED by Councilor Jenkins, seconded by Councilor Jepsen to reappoint Pamela Lofton-McGeorge as a Democratic member to the Human Relations Commission for a three year term to expire May 31, 2020 or until a successor is appointed.

Motion Passed 3-0-0

i) *Tim Fitzgerald – Democratic Member – Board of Ethics – REAPPOINTMENT*

MOVED by Councilor Jepsen, seconded by Councilor Jenkins to reappoint Tim Fitzgerald as a Democratic member to the Board of Ethics for a five year term to expire July 31, 2022 or until a successor is appointed.

Motion Passed 3-0-0

j) *Alvin Bingham – Democratic Member – Wilson/Deerfield Advisory Committee – REAPPOINTMENT*

MOVED by Councilor Jenkins, seconded by Councilor Jepsen to reappoint Alvin Bingham as a Democratic member to the Wilson/Deerfield Advisory Committee for a three year term to expire April 30, 2020 or until a successor is appointed.

Motion Passed 3-0-0

k) *Lisa Orme – Republican Member – Fair Rent Commission – REAPPOINTMENT*

MOVED by Councilor Jepsen, seconded by Councilor Jenkins to reappoint Lisa Orme as a Republican member to the Fair Rent Commission for a three year term to expire March 31, 2020 or until a successor is appointed.

Motion Passed 3-0-0

***l) Tracy Green – Unaffiliated Member – Human Relations Commission –
REAPPOINTMENT***

MOVED by Councilor Jenkins, seconded by Councilor Jepsen to reappoint Tracy Green as an Unaffiliated member to the Human Relations Commission for a three year term to expire May 31, 2020 or until a successor is appointed.

Motion Passed 3-0-0

m) Elizabeth Kenneson – Democratic Member – Housing Authority of the Town of Windsor – REAPPOINTMENT

MOVED by Councilor Jepsen, seconded by Councilor Jenkins to reappoint Elizabeth Kenneson as a Democratic member to the Housing Authority of the Town of Windsor for a five year term to expire July 31, 2022 or until a successor is appointed.

Motion Passed 3-0-0

4. STAFF REPORTS

The committee discussed reviewing the format and timeline of the Town Manager's review. The committee will discuss this further during their September meeting.

5. APPROVAL OF MINUTES

a) May 8, 2017

MOVED by Councilor Jenkins, seconded by Councilor Jepsen, to approve the minutes of the May 8, 2017 meeting as amended – Page 1, under Sharon Gauthier, first paragraph, 3rd line – delete MTV and replace it with WIN-TV.

Motion Passed with amendment 3-0-0

6. ADJOURNMENT

MOVED by Councilor Jenkins, seconded by Councilor Jepsen to adjourn the meeting at 7:33 p.m.

Motion Passed 3-0-0

Respectfully Submitted,

Jill Jenkins, Councilor