



Personnel Board Minutes of Meeting September 5, 2015

Members in attendance were Tim Feeny and Stephanie Moody. Also joining were Alan Benson, Town Administrator and Board of Selectmen Chuck Costello, Mary Anne Nay and Al Vaz

7:35 pm– Chair Tim Feeny called the meeting to order.

Board Minutes from Prior Meetings

Approved September 10, 2015 minutes.

Annual Employee Performance Evaluation and Performance Objective Discussion

Review of Survey Monkey Results

The Board briefly reviewed and discussed with BOS members the results of the Survey Monkey sent to town employees and town board members regarding the annual performance review process. The survey provided both positive feedback and areas of development including, but not limited to, the following:

- ✓ Fewer more meaningful objectives.
- ✓ Need to be more "in tune" with town employees' day-to-day responsibilities (i.e. for better informed reviews).
- ✓ Implementation of a mid-year review.
- ✓ Refresher training for both employee and evaluator.

Discussion ensued relative to refining the broad-based evaluation objectives, re-emphasizing the value of self-evaluation prepared by employees and clearly defining certain characteristics such as leadership and strong communicator.

Future Meetings

The next scheduled meeting for the Personnel Committee is November 19, 2015 7:30 p.m.

On a motion made by SM and seconded by TF, it was unanimously voted to adjourn the meeting at 8:20 pm

Respectfully submitted,
Timothy Feeny
Chair

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