

**Town Council – Town of Windham
Administration, Finance, Development, Health & Human Services Committee**

**Windham Town Hall, 2d Floor Conference Room
Monday, August 22, 2016 - 7:00 P.M.**

SPECIAL MEETING MINUTES

1. Call to Order.

Chairperson Krich called this special meeting of the Town Council's Administration, Finance, Development and Health & Human Services Committee special meeting to order at 7:07 p.m.

Members present: Charles Krich, Tony Fantoli, Lynne Ide, Dawn Niles, Dennis O'Brien.

2. Pledge of Allegiance.

The Chair led all in the Pledge of Allegiance.

3. Public Comment.

Lynne Ide read a statement from Tom Markland, who asked that the Council keep in mind the low budget in evaluating the Town Manager. He thinks the Town Manager is performing well in a thankless job.

James Flores stated that it becomes difficult when Town Council members socialize too closely with department heads and that it could be a conflict of interest. He also stated that Council members need to make tough decisions based on their own judgment and not what *the Chronicle* says or whether someone is a nice guy.

Bernie D'Auteil told the Committee that it was a major oversight to have a contract with the Town Manager without a termination date. He believes the Town Manager is not engaged in the community. The Council needs to cut to the chase and find someone who can move the Town forward.

4. Committee Member Comment.

There was no Committee member comment.

5. Discuss and Possibly Act on the Performance Evaluation for the Town Manager.

The Chair stated that there was a typo on the agenda for the meeting, but it was corrected after being posted. The meeting was being held on Monday, August 22, not Tuesday, August 22.

The Chair explained that under the Freedom of Information Act the Town Manager has a choice of whether the discussion of his performance evaluation will take place in open

session or in executive session. The Town Manager emailed the Chair on August 17 to indicate that he elected to have any discussion held in public.

The Chair briefed the Committee on the results of the Town Manager's evaluation by members of the Town Council. The Town Manager's evaluation in 2014, scaled under the system in place for the current evaluation, was 3.19--within the "average" range.

The Town Manager's evaluation for the July 1, 2015 to June 30, 2016 period was 2.70, in the "below average" range. The Town Manager was evaluated in 9 separate categories. He scored "below average" in all 9 categories. 2 members rated the Town Manager above average. 2 members rated him average. 6 rated him below average. 7 members rated the Town Manager lower than in 2014.

All members other than the Mayor evaluated the Town Manager. The Chair stated that even if the Mayor had given the Town Manager the highest score of 5 on all 45 questions, it would still have resulted in an overall rating of "below average".

The Chair suggested the Committee develop a performance plan and evaluate the Town Manager again in 6 months.

Niles briefed the Committee on the results of the employees and stakeholders survey. She noted that less than half of the recipients responded. While the scores were better than the Town Manager received from the Town Council, many replied "don't know" or rated him lower in questions that asked about items in his job description.

O'Brien reminded the Committee that our minutes for the April 12, 2016 meeting state that we "agreed that the town manager should do a self-evaluation based on his job description."

Discussion ensued.

Ide MOVED, Niles seconded, that the Committee ask the Chair to convey to the Town Manager that the Committee would like the Town Manager to submit a written self-evaluation, based on the job description, of the 3 top areas of performance by the Town Manager during the evaluation period and why; the 3 weak areas of performance and why; what goals the Town Manager has for the new evaluation period to improve performance; and any support or resources needed to achieve those goals. The self-evaluation should be submitted to the Committee by September 5, 2016 and may contain additional comments. All were in favor. MOTION PASSED UNANIMOUSLY.

6. Public Comment.

James Flores stated the Town Manager was not going to get better in 6 months. He felt the evaluations of the Town Manager by the employees were good because employees don't want a strong boss. They want a weak boss, so they are trying to keep the Town Manager by giving him good evaluations.

Bernie D'Auteil respected the caution of the Committee in proceeding in this manner. He stated the Town Manager shouldn't get a raise. He doesn't deserve what he gets now.

Tom DeVivo stated that the Town needs a leader and a manager. The two are different, but it is possible for a person to be both. We need to help Neal become a better Town Manager.

7. **Adjourn.**

O'Brien MOVED, Fantoli seconded, to adjourn the Administration, Finance, Development, Health & Human Services Committee special meeting at 8:08 p.m. All were in favor. MOTION PASSED UNANIMOUSLY.

Respectfully submitted,

Charles Krich
Chair