

SOUTHBURY BOARD OF SELECTMEN SPECIAL MEETING

December 23, 2009

(Minutes Subject to Approval)

PRESENT: First Selectman H. William Davis, Jr.
Selectman Ed Gittines, Selectman Carol Hubert, Selectman Chad Landmon
Selectman Joe Santonocito, and Selectman John Turk

ALSO PRESENT: Attorney Bill Ryan, (labor attorney); Bill Sarosky, Treasurer; Jennifer Naylor, Assistant to First Selectman

CALL TO ORDER

First Sel. Davis called the Special Meeting of December 23, 2009 to order at 3:12 pm in room 208 of Southbury Town Hall, 501 Main St. South, Southbury.

First Selectman Davis and Selectman Hubert updated the newer board members with the processes taken to date regarding performance evaluations and the necessity of two forms—one for dept heads/supervisors and the other for remaining non-union staff. Attorney Ryan joined the meeting at 3:35 pm.

The concern of the previous board regarding the weighting of categories was discussed. Selectman Turk cited a specific example from the form and his additional thoughts on weighting categories. Selectman Gittines suggested that the weighting of the categories was done in the actual process of evaluation by the subjectivity of the department head's evaluations of his/her department. Attorney Ryan agreed that perhaps by virtue of the process, the weighting concern would be addressed and applied uniformly within departments. The board agreed this is a work in progress and decided to let the process play out this year.

Selectmen Santonocito and Landmon expressed concern over the word "possesses" in the current performance evaluation forms under **Section I. Job Knowledge**; Selectman Santonocito stated that possession of a skill shouldn't be evaluated, but rather the use of such skill should be; the board agreed to change "possesses" to "demonstrates."

An additional comment was raised for **Section VIII. Planning** – wherein the wording should be altered when evaluating supervisors versus department heads. Most supervisors have little input to the department budgets; the board decided to add "where applicable" to the end of the definition of "Planning."

Selectman Hubert motioned and Selectman Turk seconded:

RESOLVED, that the Southbury Board of Selectmen hereby approves the revised performance evaluation forms (Dept Head/Supervisor and Employee) dated December 23, 2009.

The motion unanimously carried.

On a motion made by Selectman Gittines and seconded by Selectman Turk this special meeting of the Board of Selectman was adjourned at 4:13 pm.

Respectfully submitted,
Jennifer L. Naylor