



**TOWN COUNCIL
TOWN MANAGER REVIEW COMMITTEE
Town Council Conference Room
Wednesday November 19, 2014 – 5:30
MEETING MINUTES**



Councillor Frederick Chirigotis
Councillor James H. Crocker Jr.
Councillor Jennifer L. Cullum
Councillor Debra S. Dagwan
Councillor Eric R. Steinhilber

Chair of Committee Councilor Jennifer Cullum called the meeting to order at 5:35 pm.

In attendance were: **Chair of Committee;** Jennifer L. Cullum, **Councilors:** Councilor Frederick Chirigotis, James H. Crocker Jr., Debra S. Dagwan; **Director of Human Resources** William Cole;
Absent: Councilor Eric R. Steinhilber

I. BUSINESS

The Committee was handed the questionnaire that was discussed at the last meeting that will be included with the self evaluation tool that will be handed to the Town Manager to answer. The Committee made changes to the questions after a brief discussion. (See attachment)

A motion was made to accept the questionnaire by the Chair of the Committee Councilor Jennifer Cullum and seconded by Councilor Chirigotis, the Committee voted unanimously to accept the questionnaire. Chair of Committee made the announcement that the evaluation packet has been sent to each Councilor and asked each to respond to the evaluation no later than December 4, 2014. The same packet along with the questionnaire will be forwarded to the Town Manager to do a self evaluation and answer the questions that were proposed as an addition to. Councilor Crocker asked who would be tallying the total of all the Councilor evaluations handed in, the Chair of the Committee stated it will be this Committee to do the tally of the scores. The Committee agreed.

II. DISCUSSION TOPICS FOR NEXT MEETING

Review the evaluations received by the Councilors and the Town Manager and tally the scores.

Next Meeting: January 22, 2015

ADJOURNED AT: 6:30pm