

Town of Mansfield
Personnel Committee
Thursday, September 20, 2007
Audrey Beck Municipal Building, Conference Room B

Members Present: Councilor Helen Koehn, Councilor Chris Paulhus

Staff Present: Assistant to Town Manager Maria Capriola

I. CALL TO ORDER

The meeting came to order at 7:35 p.m.

II. MINUTES

The minutes of June 19, 2007 were passed by members present (Koehn, Paulhus).

III. PROCESS FOR TOWN MANAGER PERFORMANCE EVALUATION

Members of the Committee reviewed Town Manager Hart's goals that were presented to Council in February 2007. Members also reviewed the performance evaluation and self-evaluation instruments that have been used for the past few years. Members were comfortable with utilizing both instruments for the Town Manager's upcoming performance review. Town Manager Hart's goals were incorporated into Section VI (*Facilitation of Council Goals and Objectives*) of the performance evaluation instrument.

The following timeline of events in the performance review process were determined:

Task	Date	Person/People Responsible
Distribute Performance Evaluation Form		

and Timeline to Council Members	9/24/07	Maria Capriola
Self-Evaluation due to Council	10/9/07	Matthew Hart, Town Mgr.
Performance Evaluation Forms Completed and returned to Personnel Committee	10/22/07	Town Council Members
Personnel Committee meets to discuss and combine performance reviews into one cohesive document	10/30/07	Personnel Committee
Town Council meets in Executive Session to review Performance Review with Town Manager	11/13/07	Town Council & Town Mgr.

IV. ADJOURNMENT

The meeting concluded at 8:10 p.m.