



**TOWN OF MANSFIELD  
PERSONNEL COMMITTEE  
Monday, July 18, 2016  
Conference Room B, Beck Municipal Building  
5:30p.m.**

**Regular Meeting Agenda**

Call to Order

1. Public Comment
2. Approval of Minutes for 5/16/16
3. FY 16/17 Town Manager's Goals
4. FY 15/16 Town Manager Performance Review Process
5. Staff Report/HR Operations Update (oral report)

Adjournment

**Personnel Committee  
Monday, May 16, 2016  
Conference Room B, Beck Municipal Building**

**Minutes - DRAFT**

Members Present: Toni Moran (Chair), Ben Shaiken

Other Council Members Present: Paul Shapiro

Staff Present: Maria Capriola, Matt Hart

The meeting was called to order at 5:32pm.

**1. PUBLIC COMMENT**

None.

**2. APPROVAL OF MINUTES**

Shaiken made the motion, seconded by Moran to approve the minutes of 4/18/16 as presented. The motion passed unanimously.

**3. ETHICS CODE – MBOE APPLICABILITY AND GIFT PROVISIONS**

Discussion occurred on the gift definition and 25-7B (Gifts) of the Ethics Code. Rueckl (MBOE) participated in discussion with the Committee and staff. The Committee has asked staff to work with the Town Attorney and MBOE counsel to propose revise language to the definition of what a gift does not include. Possible language may include:

- Gifts ~~in-kind~~ of nominal value not to exceed \$25.00 tendered on gift giving occasions generally recognized by the public, provided the total value of such gifts in any calendar year from ~~all-any~~ donors does not ~~combine to exceed one hundred dollars~~ \$60.00.
- Gifts given in an employee's name to the school or the municipality.

**4. FY 15/16 TOWN MANAGER PERFORMANCE REVIEW PROCESS & INSTRUMENT**

By consensus, Committee members present endorsed the proposed timeline and instrument. Staff will follow-up with Keane.

**5. FY 16/17 TOWN MANAGER GOALS**

Hart will prepare a draft of his FY 16/17 goals for the June Personnel Committee meeting.

**6. STAFF REPORT/HR OPERATIONS UPDATE**

Due to the length of the meeting, Committee members asked staff to email the staff report.

Meeting adjourned at 7:05pm.

Respectfully submitted,  
Maria E. Capriola, M.P.A.  
Assistant Town Manager, Town of Mansfield



**Town of Mansfield**  
**Town Manager's Goals for FY2016/17**  
*July 18, 2016 Draft*

General Government

- 1) Prepare Proposed FY 2017/18 Operating Budget and CIP consistent with Council policy objectives
- 2) Complete negotiation of successor collective bargaining agreements with CSEA Professional & Technical, and Public Works units
- 3) Complete selection process for employee health insurance consultant/broker
- 4) Assist Finance Committee with review of Purchasing Ordinance and any necessary revisions
- 5) Complete negotiation of successor shared service agreement with boards of education
- 6) Prepare shared service agreement with Mansfield Public Schools for facilities management services
- 7) Assist Ad hoc Committee on Police Services with conducting study of police service options
- 8) Initiate update to Town's website

Economic Development

- 9) In collaboration with Economic Development Commission, research need to complete a branding study for Mansfield and present report to Town Council
- 10) In collaboration with Economic Development Commission, further study redevelopment options for Four Corners commercial area and present report to Town Council

Organizational Development and Performance Management

- 11) Assess existing performance measures and create additional outcome measures where feasible
- 12) Conduct 2<sup>nd</sup> annual leadership retreat for supervisory staff, with a focus on leadership and team-building

Infrastructure

- 13) Bid and commence construction of Four Corners sanitary sewer project
- 14) Complete facility needs assessment
- 15) Complete negotiation of UCONN sewer agreement
- 16) Continue to participate in Willington conversation and assist Superintendent of Schools in developing process to conduct facility needs assessment for Mansfield Public Schools

Housing and Neighborhood Stabilization

- 17) Continue to assist Ad hoc Committee on Rental Regulations and Enforcement with review of potential changes to regulations and ordinances

- 18) In collaboration with Mansfield Housing Authority, research creation of Housing Trust to help fund a variety of housing initiatives, including a homebuyer program; present recommendations to Town Council and Housing Authority
- 19) Assist Masonicare with development of independent/assisted living facility in Mansfield

#### Sustainability

- 20) Continue efforts to reduce Mansfield's carbon footprint; develop report to track both energy usage, costs, and carbon emissions
- 21) Select contractor to erect solar arrays on Town property and commence installation

#### Town-University Relations

- 22) Strengthen staff collaboration through joint participation in International Town Gown Association (ITGA) activities

#### Transportation

- 23) Evaluate performance of Dial-A-Ride services in Mansfield and report back to Town Council
- 24) Evaluate performance of WRTD special fare program and report back to Town Council
- 25) Advocate for extension of CTfastrak East to Windham Region



**Town of Mansfield**  
**Status Report on Town Manager's Goals for FY2015/16**  
*July 18, 2016*

General Government

- 1) Prepare Proposed FY 2016/17 Operating Budget and CIP consistent with Council policy objectives – *submitted responsible spending plan designed to support current services, advance key Council policy goals and objectives, appropriate new state aid in a conservative manner, and build capacity to address operational and budgetary concerns, without an increase in the mill rate. Complete.*
- 2) Complete Financial Controls Assessment and implementation of financial policies and procedures – *complete.*
- 3) Negotiate successor shared service agreement with boards of education – *negotiated new agreement designed to apportion costs in a more accurate manner. Council review in progress.*
- 4) Continue to assist town council with review of fire department staffing and structure – *presented 5/4 staffing model and proposal to establish 14<sup>th</sup> full-time fighter position. Council approved new position for FY17. Complete.*
- 5) Continue to assist town council with review of police services – *provided staff support to Ad hoc Committee on Police Services; coordinated meetings with Coventry, Tolland, Windham, UCONN and State Police. Committee has asked staff to prepare RFQ to select firm to review a discrete number of options in FY17.*
- 6) Assist Council with review of codes and ordinances regarding rental housing – *assisted with establishment of ad hoc committee and with drafting of amendments to Housing Code and related ordinances. Town Council considering committee's recommendations.*

Organizational Development and Performance Management

- 1) Prepare quarterly scorecard for performance measures – *staff has prepared performance measures included as scorecard in budget document. Graduate interns to critically review measures and revise as appropriate.*
- 2) Introduce web-based OpenGov budget and financial analysis program – *Finance, IT, and Library staff collaborated to implement program. Complete.*

- 3) Conduct leadership retreat for supervisory staff and commence development of comprehensive employee orientation program, with focus on customer service – *conducted first annual leadership retreat and established Young Professionals group. Will continue to build program in FY17.*

#### Infrastructure

- 1) Complete EIE and prepare bid package for Four Corners sanitary sewer project – *state review of EIE took longer than anticipated. DEEP has recommended approval to OPM.*
- 2) Complete pavement management study – *consultant team issued report and staff completed training on use of planning tool. Complete.*
- 3) Complete community playground project – *provided Council with recommendation to provide final funding and lead management team to construct project. Complete.*
- 4) Select consultant and initiate facility needs assessment – *hired firm of EMG; needs assessment in progress.*
- 5) Complete negotiation of UCONN sewer agreement – *presented proposed agreement to Town Council; staff reviewing key issues raised by Council.*
- 6) In consultation with Superintendent of Schools, develop process to conduct facility needs assessment for Mansfield Public Schools – *Superintendent and MOBE contemplating a comprehensive process, including a significant community engagement component. Funding for study included in FY17 CIP. Participating in MBOE discussion with Willington to see if there are opportunities to tuition in students from Willington or to regionalize.*

#### Storrs Center

- 1) Coordinate municipal resources needed to complete Phase II of project – *resident component opened in August 2015; staff continues to oversee tenant fit-out of commercial and retail spaces. Largely complete.*

#### Sustainability

- 1) Complete open space acquisitions as approved by town council – *completed acquisition of Meadowbrook Lane LLC and helped facilitate state purchase of development rights at Mountain Dairy.*
- 2) Continue efforts to reduce Mansfield's carbon footprint, including progress on net zero waste initiative – *issued RFP to install solar installations at various Town property.*

#### Town-University Relations

- 1) Complete NextGenCT impact study – *complete.*
- 2) Conduct review of Community School of the Arts – *UCONN decided to discontinue program. Town providing smaller arts curriculum consistent with available resources, and will build program as demand and resources allow.*

# MEMORANDUM

Town of Mansfield  
Town Manager's Office  
4 So. Eagleville Rd., Mansfield, CT 06268  
860-429-3339  
maria.capriola@mansfieldct.org



To: Town Council

cc: Matthew Hart, Town Manager

From: Maria Capriola, Assistant Town Manager  
*At the Request of the Personnel Committee*

Date: May 17, 2016

Re: Timeline – Town Manager Performance Review Process

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The Personnel Committee met May 16, 2016 to discuss the process and timeline for the Town Manager's performance review. The Committee has asked me to distribute the timeline to Council. The timeline, including tasks and due dates, is noted below. Matt will distribute his self-evaluation to Council.

<b>Task</b>	<b>Date</b>	<b>Person/People Responsible</b>
Online survey instruments updated	7/1/16	Toni Moran, Maria Capriola
Self-evaluation due to Council	7/19/16	Matthew Hart, Town Manager
Council members complete performance review online via Survey Monkey	7/20-8/4/16	Council Members
Personnel Committee prepares draft evaluation	8/5-8/23/16	Personnel Committee
Town Council meets in Executive Session to discuss performance review	8/28/16	Town Council
Town Council meets in Executive Session in a special meeting in advance of Council meeting to conduct performance review with Town Manager	9/11/16	Town Council & Town Manager
Town Council adopts review and makes changes to compensation plan, if any	9/25/16	Town Council



1. Welcome

**Intro and instructions**

1. Welcome to the E-version of Mansfield's Town Manager Review for the year July 1, 2015 - June 30, 2016.

This survey should be simple to complete. If you can not finish the survey in one session, your answers will be saved and you may login to finish your survey at another time. However, you must login using the link provided to you in the original e-mail and you must use the same computer you used to begin the survey.

You must answer each question in order to proceed. In sections 2 to 6, Council members will use an objective rating scale that permits you to render an opinion on whether the Town Manager exhibits the characteristic. Council members may select "Outstanding," "Satisfactory," or "Needs Improvement."

Each section also allows you to add remarks on the category. Please take advantage of this opportunity to comment. The text of comments need not be confined to the visible space provided. The comment sections have provided some of the most valuable information to the Town Manager. However, while an answer to each question is required, comments are not.

Section 7 asks Council members to rate the Town Manager's performance in relation to supporting his progress/performance towards completing his fiscal year 2015/2016 goals.

We ask that you complete the survey by August 4th, 2016. Please call Toni if you have questions or concerns: 429-0798.

Are you ready to proceed?

Yes

2. Organizational Management and Leadership

2. Plans and organizes the work that effectively implements the decisions of the Town Council.

Outstanding  Satisfactory  Needs Improvement

3. Effectively oversees and manages the daily operations of the organization.

Outstanding  Satisfactory  Needs Improvement

4. Explores alternatives and presents well thought-out and properly documented recommendations.

Outstanding  Satisfactory  Needs Improvement

5. Provides appropriate support and assistance to the Town Council.

Outstanding  Satisfactory  Needs Improvement

6. Takes responsibility for setting realistic objectives for the organization based on Council goals.

Outstanding  Satisfactory  Needs Improvement

7. Keeps the Town Council appropriately informed about the status of the organization and any changes.

Outstanding  Satisfactory  Needs Improvement

8. Knows when to act and when to defer action.

Outstanding  Satisfactory  Needs Improvement

9. Is knowledgeable of town, state, and federal laws and ordinances affecting operations and enforces those laws.

Outstanding  Satisfactory  Needs Improvement

10. Makes hard decisions when required and accepts responsibility for those decisions and those of subordinates.

Outstanding  Satisfactory  Needs Improvement

11. Selects, leads, directs and develops staff effectively.

Outstanding  Satisfactory  Needs Improvement

12. Please provide general remarks for the Organizational Management and Leadership category.

3. Fiscal and Business Management

13. Plans, organizes and administers the adopted budget. Ensures compliance with Council goals and guidelines.

Outstanding  Satisfactory  Needs Improvement

14. Plans, organizes and presents the annual General Fund budget and capital improvement program with appropriate documentation and justification.

Outstanding  Satisfactory  Needs Improvement

15. Effectively oversees the maintenance, preservation and operation of town buildings, equipment, technology, and other facilities.

Outstanding  Satisfactory  Needs Improvement

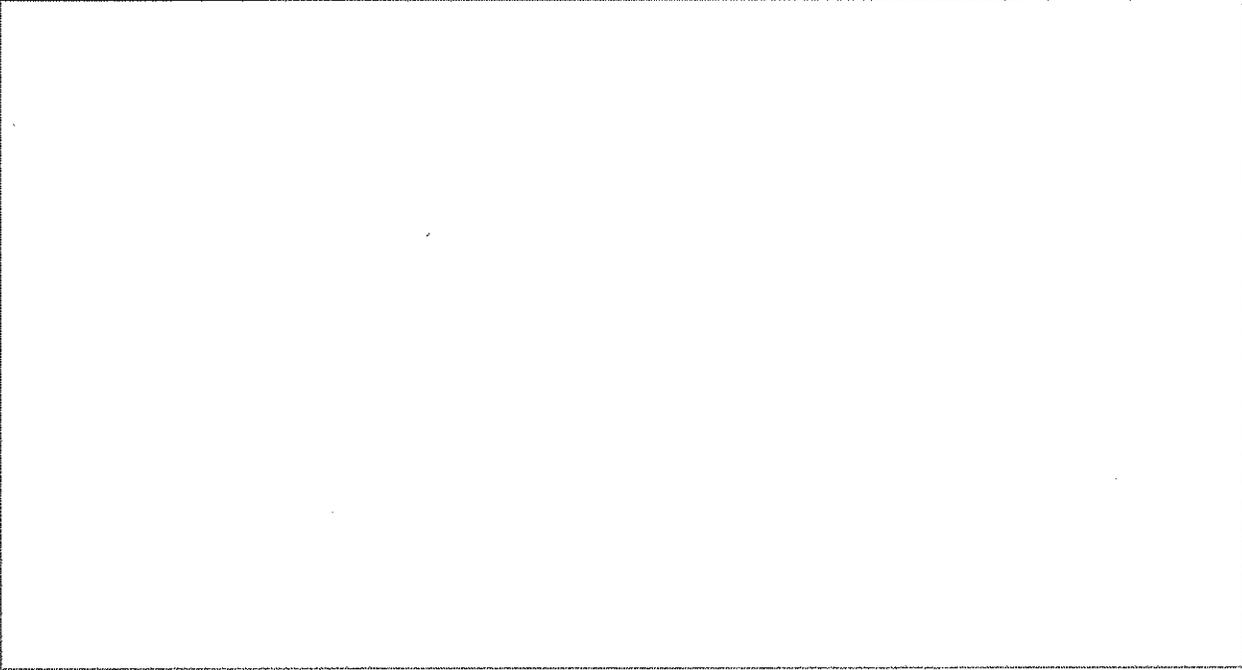
16. Ensures the most cost effective and economic use of human and fiscal resources.

Outstanding  Satisfactory  Needs Improvement

17. Makes informed, reasoned and responsible fiscal recommendations and decisions.

Outstanding  Satisfactory  Needs Improvement

18. Please provide general remarks for the Fiscal and Business Management category.

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4. Communication and Relationship with Town Council

19. Maintains effective and timely communication, both verbal and written, with the Council.

Outstanding  Satisfactory  Needs Improvement

20. Sensitive to Town Council concerns and priorities.

Outstanding  Satisfactory  Needs Improvement

21. Manager and staff are available and responsive to elected town officials.

Outstanding  Satisfactory  Needs Improvement

22. Maintains a system of reporting town plans and activities.

Outstanding  Satisfactory  Needs Improvement

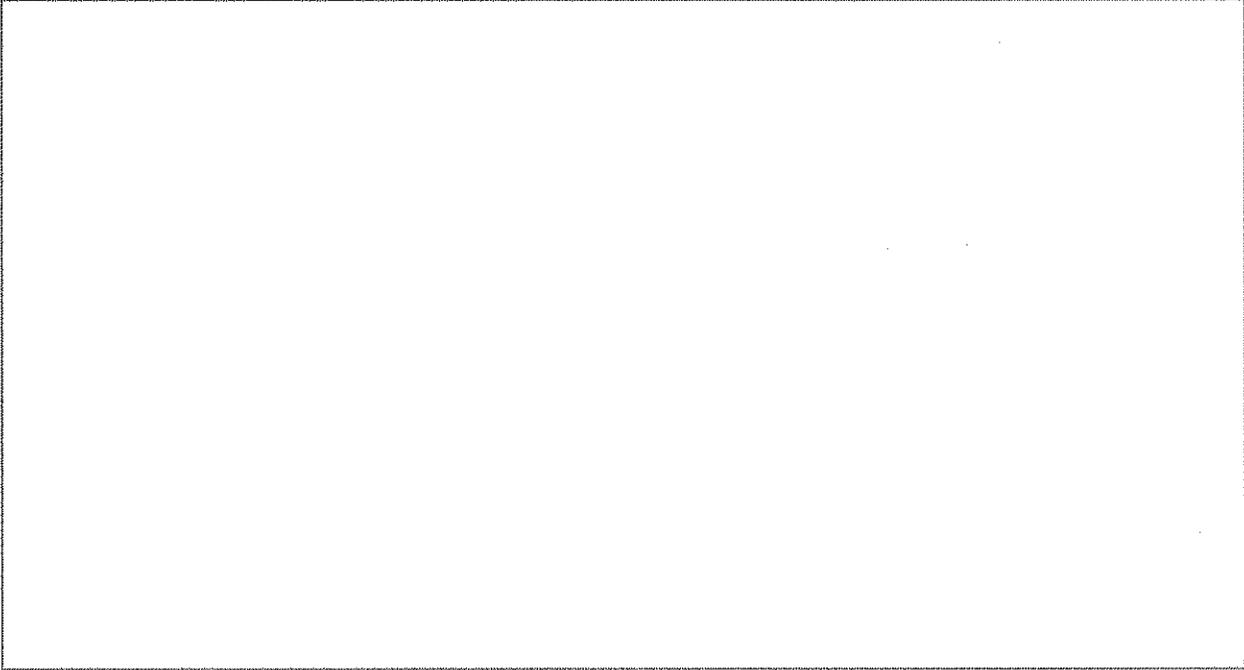
23. Avoids biases based on issues, personalities, or partisanship.

Outstanding  Satisfactory  Needs Improvement

24. Responds equally to each member of the Town Council and implements directives of the Council as a whole rather than individually.

Outstanding  Satisfactory  Needs Improvement

25. Please provide general remarks for the Communications and Relationship with the Town Council category.

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5. Community and Intergovernmental Relations

26. Effectively communicates Council policies and decisions to the public.

Outstanding  Satisfactory  Needs Improvement

27. Maintains an image of the town that represents helpfulness, quality services and professionalism.

Outstanding  Satisfactory  Needs Improvement

28. Appropriately willing to meet with citizen and community groups and advisory committees regarding their interests and concerns.

Outstanding  Satisfactory  Needs Improvement

29. Is courteous and sensitive to the public.

Outstanding  Satisfactory  Needs Improvement

30. Promptly responds to citizen concerns.

Outstanding  Satisfactory  Needs Improvement

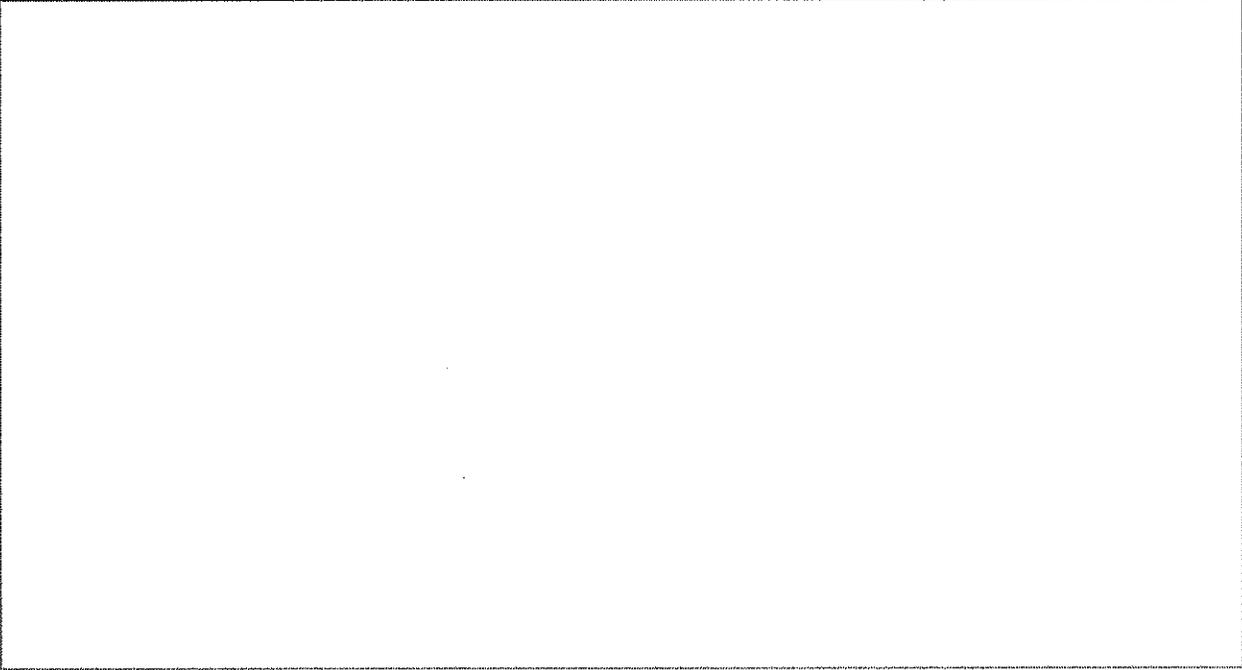
31. Maintains awareness of developments in other governmental jurisdictions that are relevant to the town.

Outstanding  Satisfactory  Needs Improvement

32. Maintains effective working relationships with groups and other governmental entities with which the town is involved.

Outstanding  Satisfactory  Needs Improvement

33. Please provide general remarks for the Community and Intergovernmental Relations category.

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6. Personal and Professional Traits

34. Demonstrates composure, appearance and attitude appropriate for an executive position.

Outstanding  Satisfactory  Needs Improvement

35. Maintains personal integrity in actions and decisions.

Outstanding  Satisfactory  Needs Improvement

36. Makes unbiased decisions based on facts and qualified opinions.

Outstanding  Satisfactory  Needs Improvement

37. Innovative.

Outstanding  Satisfactory  Needs Improvement

38. Self-motivated.

Outstanding  Satisfactory  Needs Improvement

39. Energetic.

Outstanding  Satisfactory  Needs Improvement

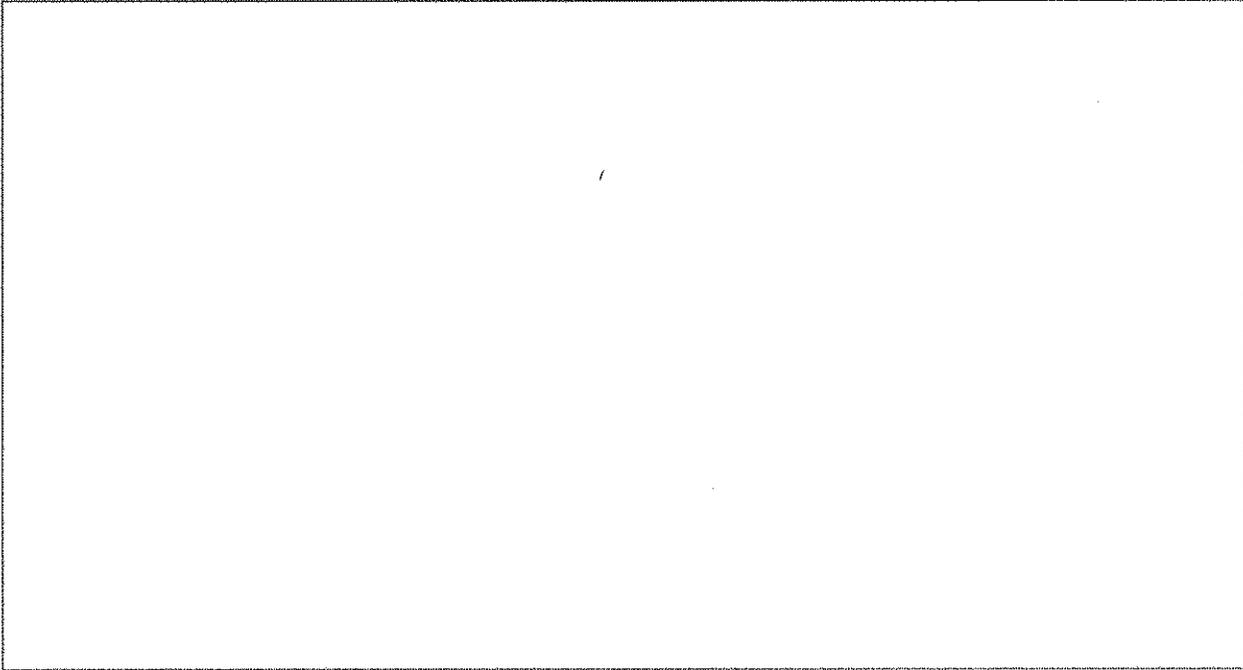
40. Values and implements personal and professional development of self and others.

Outstanding  Satisfactory  Needs Improvement

41. Effectively motivates the organization.

Outstanding  Satisfactory  Needs Improvement

42. Please provide general remarks for the Personal and Professional Traits category.

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7. Facilitation of Council Goals and Objectives

43. Please rate the Town Manager's progress/performance towards completing his fiscal year 2015/2016 goals.

Goal Area: General Government

- 1) Prepare proposed FY 2016/2017 operating budget and CIP consistent with Council policy objectives.
- 2) Complete financial controls assessment and implementation of financial policies and procedures.
- 3) Negotiate successor shared service agreement with boards of education.
- 4) Continue to assist Town Council with review of Fire Department staffing and structure.
- 5) Continue to assist Town Council with review of police services.
- 6) Assist Town Council with review of codes and ordinances regarding rental housing.

Outstanding  Satisfactory  Needs Improvement

Comments

44. Please rate the Town Manager's progress/performance towards completing his fiscal year 2015/2016 goals.

Goal Area: Organizational Development and Performance Measurement

- 1) Prepare quarterly scorecard for performance measures.
- 2) Introduce web-based OpenGov budget and financial analysis program.
- 3) Conduct leadership team retreat for supervisory staff and commence development of comprehensive employee orientation program, with focus on customer service.

Outstanding  Satisfactory  Needs Improvement

Comments

45. Please rate the Town Manager's progress/performance towards completing his fiscal year 2015/2016 goals.

Goal Area: Infrastructure

- 1) Complete EIE and prepare bid package for Four Corners sanitary sewer project.
- 2) Complete pavement management study.
- 3) Complete community playground project.
- 4) Select consultant and initiate facility needs assessment.
- 5) Complete negotiation of UCONN sewer agreement.
- 6) In consultation with Superintendent of Schools, develop process to conduct facility needs assessment for Mansfield Public Schools.

Outstanding  Satisfactory  Needs Improvement

Comments

46. Please rate the Town Manager's progress/performance towards completing his fiscal year 2015/2016 goals.

Goal Area: Storrs Center

1) Coordinate municipal resources needed to complete Phase II of project.

Outstanding  Satisfactory  Needs Improvement

Comments

47. Please rate the Town Manager's progress/performance towards completing his fiscal year 2015/2016 goals.

Goal Area: Sustainability

- 1) Complete open space acquisitions as approved by Town Council.
- 2) Continue efforts to reduce Mansfield's carbon footprint, including progress on near zero waste initiative.

Outstanding  Satisfactory  Needs Improvement

Comments

48. Please rate the Town Manager's progress/performance towards completing his fiscal year 2015/2016 goals.

Goal Area: Town-University Relations

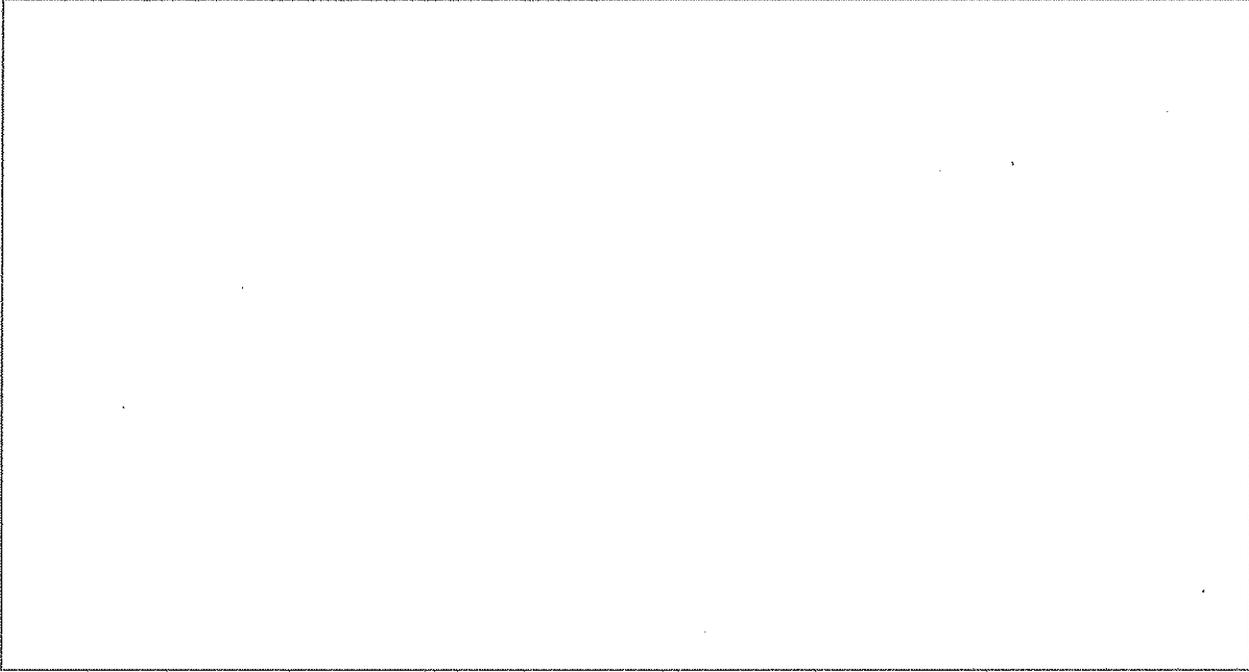
- 1) Complete NextGenCT impact study.
- 2) Conduct review of Community School of the Arts.

Outstanding  Satisfactory  Needs Improvement

Comments

49. Please provide general remarks for the Facilitation of Council Goals and Objectives category.

50. What do you see as major goals for the next evaluation period (FY 2016/2017, July 1, 2016 - June 30, 2017)?

A large, empty rectangular box with a thin black border, intended for the respondent to write their answers to the question above. The box is currently blank.

8. Overall Performance Rating

**Please provide an overall rating for the Town Manager's Performance.**

51. Please provide an overall rating for the Town Manager's performance.

Outstanding  Satisfactory  Needs Improvement

9. Survey Complete?

52. Have you completed this survey?

When you select Yes and complete this survey, your answers will be submitted and you will no longer be able to access and edit your answers. Do not select Yes until you are satisfied that your answers are complete.

Yes