

**APPROVED**  
**MINUTES OF THE MILFORD BOARD OF SELECTMEN WORK SESSION WITH**  
**COMPENSATION COMMITTEE**

February 12, 2016

**PRESENT:** Mark Fougere, Chairman  
Kevin Federico, Vice Chairman  
Gary Daniels, Member  
Mike Putnam, Member  
Katherine Bauer, Member  
Mark Bender, Town Administrator

**STAFF PRESENT:** Police Chief Mike Viola  
Human Resources Director Karen Blow  
Finance Director Jack Sheehy  
Town Assessor Marti Noel (recorded minutes)  
Community Development Director Lincoln Daley

Meeting convened at 4:10 p.m.

Karen Blow began with a Power Point presentation which described a vision of a two-prong process to review the current employee evaluation procedures with 2015/2016 being a “bridge” year to possibly more comprehensive changes for 2017 and going forward. The power point further compared the present evaluation system against the proposed changes, expressing a more streamlined and efficient process.

The proposed changes would include: a review of all job descriptions to update as needed, review for consistency in job descriptions, implement a stronger focus on Merit-based increases, management training for more consistent employee reviews, employee input through self-evaluation forms, required written documentation for ratings outside the “3/meets expectations” from both managers and employees and emphasis on appropriate goal setting.

Mark Bender re-stated that the purpose of this work session was to solicit input from the Board of Selectmen members. Discussion ensued. Vice Chairman Kevin Federico stated that the proposed process helped meet the goal of establishing procedures that will be useful in discussions of pay increases with an ability to quantify recommendations by providing “teeth” that demonstrate pay raises are earned. Selectman Gary Daniels expressed concern for sensitivity to economic trends and also inquired about “SMART” goals.

Other concerns expressed were default budget ramifications and the separation of employee review and pay increase, the current evaluation form and its possible evolution, identifying any employee ratings below “meets expectations” and the need to address sooner rather than later. Other items mentioned included alternative forms of recognition not necessarily tied to pay increases, union contracts versus non-union employees and addressing imbedded “expectations” for pay increases.

The BOS thanked the compensation committee for their work, and all agreed that the proposed revisions for 2015/2016 employee evaluations should be implemented. The BOS further agreed that the suggestions for future years had merit, concluding that the Compensation Committee should continue its work to identify positive revisions to the current employee evaluation and pay compensation systems.

**ADJOURNMENT:** Selectman Daniels moved to adjourn at 4:59 p.m. Vice Chairman Federico seconded. All were in favor. Motion passed 5/0.

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Mark Fougere, Chairman

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Kevin Federico, Vice Chairman

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Gary Daniels, Member

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Katherine Bauer, Member

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