

**TOWN OF BOLTON
BOARD OF SELECTMEN
PERSONNEL SUBCOMMITTEE MEETING
TUESDAY, JULY 19, 2022
11 A.M. – BOLTON TOWN HALL AND ZOOM
MINUTES**

The Board of Selectmen held a Personnel Subcommittee meeting on Tuesday, July 19, 2022 with Deputy Selectmen Robert Morra presiding. Also in attendance were selectman Adam Teller and Acting Administrative Officer Jim Rupert.

1. Call to Order.

R. Morra called the meeting to order at 11:03 a.m.

2. Discussion on Interim Administrative Officer Review.

R. Morra would like to see us set a timeline for staff and/or public input.

A. Teller would like to see the BOS ask for input and comments in general on specific areas of the acting administrative officer's and his job. He wants to solidify the review process for now and those that come later. A. Teller would like to see J. Rupert still answer the evaluation questions himself and what his goals are for himself.

P. Sawyer told J. Rupert he should also create a list of highlights of things he's done over the past 15 years.

R. Morra stated that when J. Rupert started there was no real discussion of goals or expectations defined.

When J. Rupert took the interim position staff had lost faith in the leadership and was not in a positive place. A number of employees were looking to leave their jobs due to the previous administration and issues that had come up. J. Rupert worked to get the employees morale back up and get them working as a team.

Moving forward:

- Put out bulletin, FB, to public to respond in a confidential way
- Put together 2-3 questions for department heads to respond confidentially to
- Set a time frame to get all the responses back in
- Jim do self-evaluation
- Set up a time for the BOS to go over the information and BOS evaluation and set expectations and goals for him to meet in the next year.

Here are the questions/info that will be sent out to the staff and public.

DRAFT -Administrative Officer Review

Preface and questions for department heads/staff:

The Board of Selectmen is in the process of conducting a performance evaluation for the Acting Administrative Officer, Jim Rupert. Your responses to the following questions are voluntary, but we would appreciate your genuine, constructive feedback as we evaluate his performance. Your response will not be directly shared with the Acting Administrative Officer, but it will be considered by the Board to inform its own evaluation and to set goals and expectations for the future. Please send your responses and comments to psawyer@boltonct.org no later than _____.

1. Would you like to comment on overall staff morale and/or your working relationship with the current Acting Administrative Officer?
2. Do you have any suggestions on how to improve or change the way the current administrative office is run?
3. In general, how would you assess the performance of the Acting Administrative Officer?

Info to be posted on web/bulletin/social media for public:

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3. Adjournment.

R. Morra adjourned the meeting at 11:33

Respectfully Submitted,

Kathy McCavanagh

PLEASE SEE THE MINUTES OF SUBSEQUENT MEETINGS FOR THE APPROVAL OF THESE MINUTES AND ANY CORRECTIONS HERETO