



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers B, Keene City Hall
August 26, 2021
6:30 PM

A. AGENDA ITEMS

1. Acceptance of Donation - Human Rights Committee
2. Paul Dubriske - Request to Acquire Land Adjacent to Property at 454 Elm Street
3. West Keene Fire Station Feasibility Study Report - Parks, Recreation and Facilities Department
4. Acceptance of the 2020 Assistance to Firefighters Grant (AFG) - Fire Department
5. Drinking Water and Ground Water Trust Fund Grant Application Authorization - Public Works Department
6. Relating to the Restoration of Involuntary Merged Lots
 - Ordinance O-2022-11
7. Relating to the Appropriation of funds from the Sewer Fund Unassigned Fund Balance for the Wastewater Treatment Plant Solar Project.
 - Resolution R-2021-38
8. Evaluation Process for Charter Employees

B. MORE TIME ITEMS

1. Councilors Remy, Bosley and Giacomo - Continued Remote Participation

NON PUBLIC SESSION

ADJOURNMENT



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.1.

Meeting Date: August 26, 2021

To: Finance, Organization and Personnel Committee

From: Andrew Bohannon, Parks, Recreation and Facilities Director

Through: Elizabeth Dragon, City Manager

Subject: **Acceptance of Donation - Human Rights Committee**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a donation of \$1,000.00 from Savings Bank of Walpole and that the money is used for the Human Rights Committee collaboration with the Keene International Festival.

Attachments:

None

Background:

In 2017, a team of educators and community organizers met to establish a Keene International Festival. The second event, held in 2019, drew in over 1200 people from around southwest New Hampshire and beyond. The event was created to showcase and celebrate the rich cultural diversity of the Keene community through activities that engage and connect people to each other.

The Human Rights Committee has collaborated with the Keene International Festival to host the annual event at the Recreation Center on Saturday, September 18 from 11:00am to 3:00pm.

Past activities included food trucks and vendors, workshops for African drumming and Bollywood dancing, games, arts and crafts, and performances.

Savings Bank of Walpole generously donated \$1,000.00 for the purpose of event logistics. The donation letter stated how they are proud to serve and live in a community that seeks to honor and celebrate our international community members.

The event is free and open to the public.

Updates on the event can be found on Facebook or visit keeneinternationalfestival.org



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.2.

Meeting Date: August 26, 2021

To: Mayor and Keene City Council

From: Paul Dubriske

Through: Patricia Little, City Clerk

Subject: **Paul Dubriske - Request to Acquire Land Adjacent to Property at 454 Elm Street**

Council Action:

In City Council August 19, 2021.

Communication referred to the Finance, Organization and Personnel Committee.

Recommendation:

Attachments:

1. Communication_Dubriske_Redacted

Background:

Mr. Dubriske is requesting to acquire a portion of the right-of-way on Elm Street that is adjacent to his property at 454 Elm Street.

7/21/21

To Keene City Council,

I would like to express my intent to adjust a portion of the right of way on Elm St and acquire a piece of land adjacent to my property at 454 Elm St.

Please advise on what further actions need to be taken.

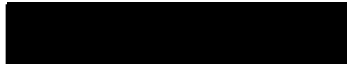
Thank you

A handwritten signature in black ink, appearing to read "Paul Dubriske". The signature is fluid and cursive, with the first name "Paul" being more prominent than the last name "Dubriske".

Paul Dubriske

454 Elm St

603-903-4342





CITY OF KEENE NEW HAMPSHIRE

ITEM #A.3.

Meeting Date: August 26, 2021

To: Finance, Organization and Personnel Committee

From: Andrew Bohannon, Parks, Recreation and Facilities Director

Through: Elizabeth Dragon, City Manager

Subject: **West Keene Fire Station Feasibility Study Report - Parks, Recreation and Facilities Department**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Council accept the recommendations of the West Keene Station 2 Feasibility Study report, and that the staff move forward with the Capital Improvement Planning process.

Attachments:

None

Background:

On Thursday, August 19, 2021, the City Council received a report from the design firm of Lavalley/Brensinger related to the West Keene Station 2 Feasibility Study. This report provided an overview of the Feasibility Study, which was conducted to generate a programmatic concept and cost estimate for a new station at the current location on Hastings Avenue in Keene, NH.

On February 20, 2020, City Council accepted Phase One of this project to build the new station at the current Hastings Avenue location. A team of City staff and Councilors reviewed data points through the utilization of the City's GIS software. Undergoing this phase internally allowed the City to complete a Feasibility study strictly related to the program and function of Station 2.

The purpose of the Feasibility Study was to identify if the City should build new, versus renovate, identify the proper space utilization, and to create a conceptual plan of the building with a cost estimate. With the acceptance of the recommendation of the Feasibility Study, the City can move towards development in the next Capital Improvement Plan cycle.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.4.

Meeting Date: August 26, 2021

To: Finance, Organization and Personnel Committee

From: Jeffrey Chickering, Deputy Fire Chief

Through: Mark Howard, Fire Chief
Elizabeth Dragon, City Manager

Subject: **Acceptance of the 2020 Assistance to Firefighters Grant (AFG) - Fire Department**

Recommendation:

That the Finance, Organization and Personnel Committee recommend that the City Council authorize the City Manager to do all things necessary to accept the FY 2020 Assistance to Firefighters Grant.

Attachments:

None

Background:

To be eligible for the funds, the City must accept the award package contained in the FEMA GO website within 30 days from the announcement of the grant award. On August 20, 2021, the City of Keene Fire Department was notified by FEMA that the Keene Fire Department was awarded a federal share of \$373,954.18 to put four personnel through a paramedic program. The City of Keene 10% match for the grant is \$37,395.42 which will be funded by the training accounts in the departments operating budget.

This grant will fund the costs associated with the enrollment of four personnel to attend a paramedic program (1500 hours). All costs for tuition, books, overtime for personnel attending as well as overtime costs to backfill those attending will be covered under this grant.

It is the objective of the City of Keene Fire Department to increase the number of shift level paramedics, by utilizing employees that are currently in good standing with the department and possess the drive and ability to be successful in the role of paramedic. The department has made multiple attempts to increase its paramedic staffing, recruiting new paramedics and laterals from other departments to apply when vacancies occur. Despite the best efforts, the number of paramedics has decreased secondary to promotions, retirement and resignation. Since 2018, the department has been able to hire only 1 paramedic/firefighter out of 9 hires.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.5.

Meeting Date: August 26, 2021

To: Finance, Organization and Personnel Committee

From: Kurt Blomquist, Public Works Director

Through: Elizabeth Dragon, City Manager

Subject: **Drinking Water and Ground Water Trust Fund Grant Application
Authorization - Public Works Department**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorize to do all things necessary to submit funding applications to the New Hampshire Drinking Water and Groundwater Trust for all eligible water system infrastructure or groundwater projects.

Attachments:

None

Background:

RSA 485-F established a Drinking Water and Ground Water Trust Fund that provides funding resources for the protection, preservation, and enhancement of the drinking water and groundwater resources of the state. City staff is intending to submit water system infrastructure projects for consideration by the Drinking Water and Groundwater Advisory Commission. A condition of the application process is that the Chief Executive Officer of the community is authorized to submit project funding application.

To place the City in the best possible position to respond to an application request, it is recommended that the City Manager be authorized to submit any eligible water system infrastructure or groundwater projects.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.6.

Meeting Date: August 26, 2021

To: Mayor and Keene City Council

From: Daniel Langille, City Assessor

Through: Elizabeth Dragon, City Manager

Subject: **Relating to the Restoration of Involuntary Merged Lots**

- **Ordinance O-2022-11**

Council Action:

In City Council August 19, 2021.

Ordinance O-2021-11 referred to the Finance, Organization and Personnel Committee.

Recommendation:

That Ordinance O-2021-11 relating to the Restoration of Involuntary Merged Lots have a first reading at the August 19, 2021 City Council Meeting and referred to the Finance Organization and Personnel Committee for a recommendation.

Attachments:

1. Section 674_39-aa Restoration of Involuntarily Merged Lots_
2. Ordinance O-2021-11_referral

Background:

Ordinance O-2021-11 will streamline the restoration of lots that have been involuntarily merged in the City by allowing the Assessing Department to restore the lots in an administrative fashion. The practice of merging abutting lots, under the same ownership, without authorization from the property owner is no longer being done and hasn't been done in the City for decades. However, as a result of this process, we have a number of involuntary merged lots that remain. RSA 674:39-aa provides a process for property owners to restore their lots to their original configurations. City Council may adopt ordinances to accomplish this in a less restrictive manner than what the process would be today.

TITLE LXIV PLANNING AND ZONING

CHAPTER 674 LOCAL LAND USE PLANNING AND REGULATORY POWERS

Regulation of Subdivision of Land

Section 674:39-aa

674:39-aa Restoration of Involuntarily Merged Lots. –

- I. In this section:
- (a) "Involuntary merger" and "involuntarily merged" mean lots merged by municipal action for zoning, assessing, or taxation purposes without the consent of the owner.
 - (b) "Owner" means the person or entity that holds legal title to the lots in question, even if such person or entity did not hold legal title at the time of the involuntary merger.
 - (c) "Voluntary merger" and "voluntarily merged" mean a merger under RSA 674:39-a, or any overt action or conduct that indicates an owner regarded said lots as merged such as, but not limited to, abandoning a lot line.
- II. Lots or parcels that were involuntarily merged prior to September 18, 2010 by a city, town, county, village district, or any other municipality, shall at the request of the owner, be restored to their premerger status and all zoning and tax maps shall be updated to identify the premerger boundaries of said lots or parcels as recorded at the appropriate registry of deeds, provided:
- (a) The request is submitted to the governing body prior to December 31, 2021.
 - (b) No owner in the chain of title voluntarily merged his or her lots. If any owner in the chain of title voluntarily merged his or her lots, then all subsequent owners shall be estopped from requesting restoration. The municipality shall have the burden of proof to show that any previous owner voluntarily merged his or her lots.
- III. All decisions of the governing body may be appealed in accordance with the provisions of RSA 676.
- IV. Any municipality may adopt local ordinances, including ordinances enacted prior to the effective date of this section, to restore previously merged properties that are less restrictive than the provisions in paragraph I and II.
- V. The restoration of the lots to their premerger status shall not be deemed to cure any non-conformity with existing local land use ordinances.
- VI. Municipalities shall post a notice informing residents that any involuntarily merged lots may be restored to premerger status upon the owner's request. Such notice shall be posted in a public place no later than January 1, 2012 and shall remain posted through December 31, 2016. Each municipality shall also publish the same or similar notice in its 2011 through 2015 annual reports.

Source. 2011, 206:4, eff. July 24, 2011. 2016, 327:2, eff. Aug. 23, 2016.



CITY OF KEENE

Ordinance O-2021-11

Twenty-one

In the Year of Our Lord Two Thousand and

AN ORDINANCE **Relating to Restoration of Involuntary Merged Lots**

Be it ordained by the City Council of the City of Keene, as follows:

That the Ordinances of the City of Keene, as amended, are hereby further amended by adding the bolded text to Section 2-306 "Functions" of Division 3 "Assessment" of Article IV "Departments" of Chapter 2 entitled "Administration" as follows:

DIVISION 3. - ASSESSMENT

Sec. 2-306. - Functions.

The major functions of the assessment department are to:

- (1) In accordance with state law, maintain a continually updated assessment tax roll which provides for the equitable allocation of property taxes in proportion to market value.
- (2) Serve as an information resource to the general public.
- (3) In accordance with RSA 674:39-AA, the City Assessor is authorized to restore involuntary merged lots. Requests are to be submitted by the owner to the Assessing Department for review and action.**

In City Council August 19, 2021.
Referred to the Finance, Organization
and Personnel Committee.

Deputy City Clerk

George S. Hansel, Mayor



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.7.

Meeting Date: August 26, 2021

To: Mayor and Keene City Council

From: Kurt Blomquist, Public Works Director
Aaron Costa, Operations Manager

Through: Elizabeth Dragon, City Manager

Subject: **Relating to the Appropriation of funds from the Sewer Fund Unassigned Fund Balance for the Wastewater Treatment Plant Solar Project.**

- **Resolution R-2021-38**

Council Action:

In City Council August 19, 2021.

Referred to the Finance, Organization and Personnel Committee.

Recommendation:

First reading of Resolution R-2021-38 Relating to the Appropriation of funds from the Sewer Fund Unassigned Fund Balance for the Wastewater Treatment Plant (WWTP) Solar Project and referring to the Finance, Organization and Personnel Committee.

Attachments:

1. Resolution R-2021-38_referral

Background:

The City owns and operates a wastewater treatment plant that came online in 1985. The WWTP is designed to treat 6 million gallons of wastewater per day and operates 24 hours a day, 7 days a week. The treatment process utilizes equipment that consumes relatively large amounts of electrical energy. Even with recent upgrades that improved energy efficiencies, the City's WWTP is the largest electrical energy consumer in Cheshire County with an average monthly electricity bill ranging from \$14k to \$20k.

On January 17, 2019, the City Council passed a resolution which set a goal to transition Keene to a 100% renewable energy by 2050, with an interim goal to reach 100% renewable energy for all electricity by 2030. Over the past two years, staff have been working on an agreement that would install a 1 megawatt solar array on the Airport property adjacent to the WWTP that would provide electricity to the plant from a renewable source.

In June 2020, the City executed a letter of intent with Revision Energy Incorporated to finalize a

Power Purchase Agreement (PPA) for a solar array. Revision has completed its design, secured a third party investor and is ready to execute the final PPA agreement with the City of Keene.

As part of the negotiation of the PPA \$83,698 was identified for ground clearing and tree removal needed to prepare the site for the solar equipment. The remainder of the cost for the construction of the solar system is part of the negotiated Kilowatt Hour price.

Since this is a new project and not part of the existing Capital Improvement Program, it is recommended that the funds for this work come from the Unassigned Fund Balance in the Sewer Fund.



CITY OF KEENE

R-2021-38

Twenty-one

In the Year of Our Lord Two Thousand and

Relating to the Appropriation of funds from the Sewer Fund Unassigned Fund Balance
A RESOLUTIONfor the ~~Wastewater Treatment Plant Solar Project~~.....

Resolved by the City Council of the City of Keene, as follows:

That up to the sum of eighty three thousand, six hundred and ninety eight dollars (\$83,698) be appropriated from the Sewer Fund Unassigned Fund Balance to Wastewater Treatment Plant Solar Project for site preparation.

George S. Hansel, Mayor

In City Council August 19, 2021.
Referred to the Finance, Organization
and Personnel Committee.

Deputy City Clerk

PASSED



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.8.

Meeting Date: August 26, 2021
To: Finance, Organization and Personnel Committee
From: Councilor Thomas F. Powers
Through:
Subject: **Evaluation Process for Charter Employees**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that a standard, automated form be used for the evaluation of the three Charter Officers and that the annual evaluation process involve a meeting with the full City Council to discuss each Charter Officer's past and future goals and that a) *the Finance Committee* or b) *the Chairs of the three Standing Committees* finalize the evaluation process with an informational copy of the final evaluation shared with the full City Council.

Attachments:

1. City Manager Evaluation Document
2. City Attorney Evaluation Document
3. City Clerk Evaluation Document

Background:

The Finance, Organization and Personnel Committee had been assigned the request from Councilor Manwaring to survey the Council members on the preferred method to conduct the performance reviews of the Charter Employees of the City.

Of the 13 cities in the state, the Keene City Attorney is the only Attorney appointed by the City Council as a City Charter requirement. All other City Attorneys are employees of the Manager or the Mayor. Only Keene and Manchester's City Charter have the City Clerk as an employee of the Council/Alderman. In Nashua, the City Clerk is appointed by the Mayor with the concurrence of the City Council. In Manchester and Nashua, which have strong Mayoral forms of government - there is no evaluation process for the Clerk.

In Keene, prior to the mid 90's, evaluations were not formally conducted for any of the Charter employees. Sometime in the mid 90's the Finance Committee assumed responsibility for an evaluation process. That evaluation process may have included a written evaluation after a meeting with the employee, but the process was inconsistent from year to year.

In 2012, the evaluation process for Charter employees shifted to the full City Council. This change

was in response to a concern about public notice of a Finance Committee meeting when potentially a majority of the Councilors might be in attendance. That review may have included a written evaluation after a meeting with the employee, but again the process was inconsistent from year to year.

In 2016, the City Council adopted a more formal process utilizing an evaluation form that solicited input from each Councilor. The process requested a self-evaluation by the employee. The chairs of the Standing Committees and the Mayor collected the completed forms from each Councilor along with any written comments. An interview was held with the employee. The FOP Chair then summarized the process and provided a copy of the evaluation document to the employee.

The input from individual Councilors has not been consistent over the years and the opportunity to have a useful dialog with the employee along with a report back to the City Council does not exist in the current process. Thus, a request for a revision to the process has come about. No matter what process is developed, the evaluation form needs to be measurable, objective and specific to each of the Charter positions. A good evaluation form is important, but every Councilor needs to participate by completing the evaluation form.

In October 2020, Councilor Manwaring petitioned the City Council to have a review of the current evaluation process. The task was assigned to the FOP, which recommended a survey be conducted among the City Councilors to assist with formulating a preferred evaluation process. The survey asked that the Councilors rank the following options;

- A. Continue the current practice of the Mayor and Committee Chairs gathering information and then meeting with the Charter Officer.
- B. Have the full Council meets with the employee and then share the evaluation with the Charter Officer.
- C. Have the FOP Committee meet with the employee and share the evaluation with each Charter Officer along with the collected evaluation forms from the Councilors.

Another alternative:

D. Have each Charter Officer meet with the City Council and discuss the accomplishments from the prior year, and the objectives for the next year and review any written comments submitted by individual City Councilors. The Finance Committee then meets with the employee to finalize the evaluation by summarizing the comments from the City Council meeting and identifying the agreed upon goals/objectives for the next year. An informational copy of the final evaluation is shared with the City Council.

Results: 14 responses were received, and although there was no overwhelming 1st choice, a majority of the Council selected either alternative “D” as their 1st or 2nd choice. These results were reported at the February 25, 2021 FOP meeting, with the understanding that more work was to be done on the project. That February 25th meeting was conducted via ZOOM, but unfortunately there were several Councilors who wished to participate, but who were unintentionally not recognized when they utilized the “raised hand” feature. As a result, I am recommending that additional discussion be conducted at the next available FOP meeting and that the alternatives suggested and any others be discussed to finalize a plan for the conduct of the evaluation.

City of Keene
New Hampshire
Charter Employee Annual Self-Evaluation
EMPLOYEE INFORMATION
(Completed by Human Resources)

Name

First Name

Last Name

Title

Date of Hire

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Appraisal Period

Date of Last Appraisal

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Human Resources Benefits Review

Reviewed By

Please list the agreed upon goals for the prior year

Please describe the accomplishments toward these goals

Please list your future goals

Other

City of Keene New Hampshire Council Employee Evaluation

The purpose of this document is to formally record the City Council's review of the performance of Elizabeth Dragon who serves as the City Manager. This review is intended to be a record, more importantly; it is an opportunity for the Council and their appointed employee to discuss the employee's performance during the prior year, and to set goals for the upcoming year.

When complete, this document represents a compilation of the comments presented by members of the City Council through an evaluation process conducted by the City Council with this form serving as a record of the discussion of the review meeting with the employee.

PERFORMANCE RATING SCALE

- 3 Exceeds Expectations: Performance which exceeds level normally expected
- 2 Meets Expectations: Generally meets expectations on performance criteria
- 1 Below Expectations: Performance falling short of that normal expected
- 0 N/O: No Opinion

Councilor Name *

First Name			
Last Name			
Date/Time			
			

Individual Characteristics

Diligent and thorough in the discharge of duties, "self-starter"

☐ Exceeds Expectations
☐ Meets Expectations
☐ Below Expectations
☐ No Opinion

Exercises good judgment

☐ Exceeds Expectations
--

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Displays enthusiasm, cooperation, and willingness to adapt

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Exhibits composure and attitude appropriate for the position

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Treats the Mayor and Councilors in a fair and impartial manner

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Promptly handles all requests made by the Mayor and Councilors, as well as others

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Maintains effective and open communications with the Mayor and City Council

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Makes a positive impression on citizens and is respected in the City

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Is honest and ethical

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Works well under pressure

- ☐ Exceeds Expectations
- ☐ Meets Expectations
- ☐ Below Expectations
- ☐ No Opinion

Exercises good judgment

- ☐ Exceeds Expectations
- ☐ Meets Expectations
- ☐ Below Expectations
- ☐ No Opinion

Professional Skills and Status

Sets a professional example by handling matters in a fair and impartial manner

- ☐ Exceeds Expectations
- ☐ Meets Expectations
- ☐ Below Expectations
- ☐ No Opinion

Understands the intentions and needs of the Mayor and Council

- ☐ Exceeds Expectations
- ☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Actively promotes efficiency in operations

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

City Manager Functions

Supports the actions of the City Council after a decision has been reached

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Helps the City Council Address future needs and develops adequate plans to address long term trends

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Attends all regular and required special meetings of the City Council

☒	Exceeds Expectations
☐	Meets Expectations
☐	Below Expectations
☐	No Opinion

Ability to meet and serve the public with tact and creditability

☒	Exceeds Expectations
☐	Meets Expectations
☐	Below Expectations
☐	No Opinion

Follows up on information or tasks promptly without having to be reminded

☐	Exceeds Expectations
☐	Meets Expectations
☐	Below Expectations
☐	No Opinion

Ensures staff information for the City Council is relatively free of errors or omissions

☐	Exceeds Expectations
☐	Meets Expectations
☐	Below Expectations
☐	No Opinion

Works well with citizens and properly handles their complaints

- ☒ Exceeds Expectations
- ☐ Meets Expectations
- ☐ Below Expectations
- ☐ No Opinion

Keeps Councilors informed in a timely manner of the things they need to know

- ☐ Exceeds Expectations
- ☐ Meets Expectations
- ☐ Below Expectations
- ☐ No Opinion

Effective representing the City's interest in dealing with other agencies

- ☐ Exceeds Expectations
- ☐ Meets Expectations
- ☐ Below Expectations
- ☐ No Opinion

Fiscal Management

Budget preparation and review is logical and understandable

- ☐ Exceeds Expectations
- ☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Makes the best possible use of available funds, conscious of the need to operate the City efficiently and economically

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Prepares a budget and budgetary recommendations with logical goals

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Appropriately monitors and manages fiscal activities of the City

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Staffing and Supervision

Effectively selects staff and placement of personnel

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Assures that staff make a positive impression on citizens

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Organizes and assigns work so that it is performed efficiently and effectively

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Pays attention to detail to avoid errors or things slipping through the cracks

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Develops short and long term ACTION plans effectively and consistently

- ☒ Exceeds Expectations
- ☐ Meets Expectations
- ☐ Below Expectations
- ☐ No Opinion

Manages staff effectively

- ☒ Exceeds Expectations
- ☐ Meets Expectations
- ☐ Below Expectations
- ☐ No Opinion

Encourages teamwork, innovations, and effective problem-solving among staff members

- ☒ Exceeds Expectations
- ☐ Meets Expectations
- ☐ Below Expectations
- ☐ No Opinion

Instills confidence and promotes initiative in staff through supportive rather than restrictive controls, while still monitoring operations for effective outcomes

- ☒ Exceeds Expectations
- ☐ Meets Expectations
- ☐ Below Expectations

☐ No Opinion

Promotes training and development opportunities at all levels of the organization

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Displays leadership characteristics that command respect and good performance from employees

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Creates an atmosphere in which employees can enjoy working for the City

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Role in the Organization

Plans ahead, anticipates needs and recognizes potential problems

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Shows initiative and creativity in dealing with issues, problems and unusual situations

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Open to new ideas and change

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Assumes when appropriate, responsibility for staff performance

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Ensures that the City's personnel policies and practices are administered by Department Heads and management staff in an equitable manner

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Narrative (Your written comments on the performance of the City Clerk)

Form D

[Save and Resume Later](#)

Submit Form

City of Keene
New Hampshire
Charter Employee Annual Self-Evaluation
EMPLOYEE INFORMATION
(Completed by Human Resources)

Name

First Name

Last Name

Title

Date of Hire

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Appraisal Period

Date of Last Appraisal

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Human Resources Benefits Review

Reviewed By

Please list the agreed upon goals for the prior year

Please describe the accomplishments toward these goals

Please list your future goals

Other

City of Keene New Hampshire Council Employee Evaluation

The purpose of this document is to formally record the City Council's review of the performance of the City Attorney. This review is intended to be a record, more importantly; it is an opportunity for the Council and their appointed employee to discuss the employee's performance during the prior year, and to set goals for the upcoming year.

When complete, this document represents a compilation of the comments presented by members of the City Council through an evaluation process conducted with this form serving as a record of the discussion of the review meeting with the employee.

PERFORMANCE RATING SCALE

- 3 Exceeds Expectations: Performance which exceeds level normally expected
- 2 Meets Expectations: Generally meets expectations on performance criteria
- 1 Below Expectations: Performance falling short of that normal expected
- 0 N/O: No Opinion

Councilor Name *

First Name

Last Name

Date/Time

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Individual Characteristics

Diligent and thorough in the discharge of duties, "self-starter"

☒ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Exercises good judgment

☒ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Displays enthusiasm, cooperation, and willingness to adapt

☒ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Exhibits composure and attitude appropriate for the position

☒ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Treats the Mayor and Councilors in a fair and impartial manner

☒	Exceeds Expectations
☐	Meets Expectations
☐	Below Expectations
☐	No Opinion

Promptly handles all requests made by the Mayor and Councilors, as well as others

☒	Exceeds Expectations
☐	Meets Expectations
☐	Below Expectations
☐	No Opinion

Maintains effective and open communications with the Mayor and City Council

☐	Exceeds Expectations
☐	Meets Expectations
☒	Below Expectations
☐	No Opinion

Has a "can do" approach to legal implications of City Policy Marking

☐	Exceeds Expectations
☐	Meets Expectations
☒	Below Expectations

☐ No Opinion

Instills confidence while informing the City Council of legal risks that proposed actions might generate

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Professional Skills and Status

Maintains knowledge of current developments affecting the practice of local government

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Demonstrates a capacity for innovation and creativity

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Anticipates and analyzes problems, and develops effective approaches to solve

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Willing to try new ideas proposed by Mayor and Council or City staff

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Sets a professional example by handling matters in a fair and impartial manner

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Balances legal approaches and restrictions with reality and service needs

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Proactive and helps guide the City Council with alternatives and innovative legal solutions rather than just raising issues

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

City Attorney Functions

Supports the actions of the City Council after a decision has been reached

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Helps the City Council Address future needs and develops adequate plans to address long term trends

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Attends all regular and required special meetings of the City Council

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Ability to meet and serve the public with tact and creditability

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Encourages proactive approaches to matters to prevent legal difficulties in the future

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Provides legal advice in a manner that is understood and comprehensive with the proper amount of detail to allow the City Council to make informed decisions

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Effectively participates in the public portion of City Meetings

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Responds to new demands, and when necessary, modifies established priorities

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Provides cautions or "heads-up" regarding potential issues prior to them becoming a crisis

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Accomplishes City Council policies and direction in a professional, affirmative way even if the City Council decision was inconsistent with legal advice or there was a split vote on the issue

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Role in the Organization

Provides regular information and reports concerning matters of importance to the City, using the City Charter and Code as a guide

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Responds in a timely manner to requests from the Mayor and Council for special reports

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Takes the initiative to provide information, advice, and recommendations to the Mayor and Council on matters that are non-routine, and not administrative in nature

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Fiscal Management

Makes the best possible use of available funds, conscious of the need to operate the City efficiently and economically

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Prepares a budget and budgetary recommendations with logical goals

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Ensures actions and decisions reflect an appropriate level of financial planning and accountability

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Appropriately monitors and manages fiscal activities of the office

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Role in Organization

Is a member of the executive team, and does not act as a separate "guardian angel" of the law

☒	Exceeds Expectations
☐	Meets Expectations
☐	Below Expectations
☐	No Opinion

Maintains objectivity and independence to provide effective and objective legal advice to the City Council, recognizing the city Manager as a primary policy advisor to the City Council

☒	Exceeds Expectations
☐	Meets Expectations
☐	Below Expectations
☐	No Opinion

Includes City Staff that are involved in a particular project in the decision making process when rendering legal opinions and/or making litigation-related decisions or recommendations

☒	Exceeds Expectations
☐	Meets Expectations
☐	Below Expectations
☐	No Opinion

Narrative (Your written comments on the performance of the Attorney)



Form B

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Submit Form

City of Keene
New Hampshire
Charter Employee Annual Self-Evaluation
EMPLOYEE INFORMATION
(Completed by Human Resources)

Name

First Name

Last Name

Title

Date of Hire

			
--	--	--	---

Appraisal Period

Date of Last Appraisal

			
--	--	--	---

Human Resources Benefits Review

Reviewed By

Please list the agreed upon goals for the prior year

Please describe the accomplishments toward these goals

Please list your future goals

Other

The purpose of this document is to formally record the City Council's review of the performance of Patricia Little who serves as the City Clerk. This review is intended to be a record, more importantly; it is an opportunity for the Council and their appointed employee to discuss the employee's performance during the prior year, and to set goals for the upcoming year.

When complete, this document represents a compilation of the comments presented by members of the City Council through an evaluation process conducted by the City Council with this form serving as a record of the discussion of the review meeting with the employee.

PERFORMANCE RATING SCALE

- 3 Exceeds Expectations: Performance which exceeds level normally expected
- 2 Meets Expectations: Generally meets expectations on performance criteria
- 1 Below Expectations: Performance falling short of that normal expected

Councilor Name *

1
First Name

Last Name

Date of Hire

Individual Characteristics

Exhibits composure and attitude appropriate for the position

☒ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Treats the Mayor and Councilors in a fair and impartial manner

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Promptly handles all requests made by the Mayor and Councilors, as well as others

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Professional Skills and Status

Willing to try new ideas proposed by Mayor and Council or City staff

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Sets a professional example by handling matters in a fair and impartial manner

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Understands the intentions and needs of the Mayor and Council

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

City Clerk Functions

Supports the actions of the City Council that require City Clerk action or implementation

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Helps the City Council address future needs and develops adequate plans to address long term trends

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

As necessary, attends all regular and required special meetings of the City Council, and successfully provides accurate minutes and reports of the proceedings

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Fiscal Management

Makes the best possible use of available funds, conscious of the need to operate the City efficiently and economically

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Prepares a budget and budgetary recommendations with logical goals

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Appropriately monitors and manages fiscal activities of the office

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Staffing and Supervision

Assures that staff make a positive impression on citizens

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Pays attention to detail to avoid errors or things slipping through the cracks

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Displays leadership characteristics that command respect and good performance from employees

☐ Exceeds Expectations

☐ Meets Expectations

☐ Below Expectations

☐ No Opinion

Role in the Organization

Responds in a timely manner to requests from the Mayor and Council for special reports

☐ Exceeds Expectations

[Save and Resume Later](#)

Submit Form