



City Council Meeting Minutes Monday, June 20, 2022 - 6:00 p.m. City Hall, Council Chambers

Council in attendance: Mayor Jo Brown, Councilor Jay Chandler, Councilor George Dzujna, Councilor Paul Trudel, Councilor Olivia Zink, Councilor Vincent Ribas, Councilor Valerie Blake, Councilor Ted Starkweather and Councilor Bob Desrochers.

Absent: Councilor April Bunker

Others in attendance: N/A

Mayor Brown called the meeting to order at the Franklin Public Library at 6:01 p.m. and stated that the purpose of this meeting is to set goals for City Manager Milner for this year. The Council had a chance to read all of her achievements from the last meeting where it was the City Manager's year in review.

Salute to the Flag was led by Councilor Trudel, followed by a roll call for attendance before continuing.

Agenda Item I: Go over the city's goals for the year

Councilor Ribas started off by recommending that the council establishes a sub-committee that would come up with and fine tune the process of annual reviews for City Managers going forward. He mentioned the possibility of using 360-degree evaluations/surveys, which would give the Council input from the city employees and department heads.

There was a discussion about how Dover uses this method for reviews and Councilor Zink stated that she could send everyone Dover's ordinance that shows this process.

Councilor Dzujna did mention that he gets a lot of information on City Manager Milner's performance by having conversations with the department heads, employees and others that she works closely with and this is what his evaluation was largely based on. Councilor Chandler agreed and doesn't think they need to do surveys or create more bosses for the City Manager, adding that the Councilors can speak with others at committees, if needed.

Councilor Desrochers stated that he has also spoken with other employees and department heads and he mentioned that there were about 6 employees and 2 department heads that have had complaints about City Manager Milner.

A discussion ensued about different possible goals for City Manager Milner and the city for the rest of this year. The favored goals discussed by the council are listed as follows:

1. They would like to see a percentage of cost savings by department for FY22-23 that was accomplished through LEAN.

2. New fees were established at the transfer station and it would be good to look at fees in other departments to see if they need to be raised as well.
3. Review a way to save money by deciding on what items the city can do without and what items are must haves. There also may be ways to save by cutting certain services that the city provides, yet may not be deemed necessary.
4. Reduce wait time for service requests that come in from residents. There should be a faster response to requests, even if just letting the person know that their request has been received. There should be a response within 24 hours of the request.
5. Put together an employee rewards system. Whichever employee comes up with the best cost savings per year would be rewarded in either extra days off or something comparable.
6. The departments utilized SWOT to determine priorities. It would be nice to have a city-wide SWOT done as a whole, using Fire Chief Foss' SWOT as an example.

Another goal discussed brought up Parks & Recreation and the idea of making that an enterprise fund per Councilor Trudel. He was under the impression that this department was subsidized by the city, but the majority of the council reminded him that Parks & Recreation is completely fee funded and that only the salary of the department head is subsidized, along with a few others that work for her.

Councilor Trudel and Councilor Desrochers would like to see a more detailed expense report from Parks & Recreation. Councilor Blake stated that she can ask P&R Director Alpers for that to present to the council.

Mayor Brown stated that she will put these goals together and would also like to get one more goal from each councilor so that she can consolidate those along with City Manager Milner's list of refined goals into one to have the Council review and approve.

Mayor Brown also asked if anyone would like to volunteer for the sub-committee that was agreed upon to refine the review process. Councilor Ribas will chair with Councilor Blake, Councilor Trudel and possibly Councilor Chandler. This committee will be able to review Dover's ordinance and they can start looking at implementing a 360-degree evaluation every 5 years along with coming up with the yearly evaluation process.

Agenda Item II: Other Business

No other business was discussed.

Motion to adjourn was made by Councilor Trudel and seconded by Councilor Blake. All in favor. Motion PASSED.

The meeting adjourned at 7:46 p.m.

Respectfully submitted,

Lisa Jones
Executive Secretary