



Lowell City Council

Auditor & Clerk Oversight SC

Michael Q. Geary
City Clerk

Date: January 26, 2023
Time: 5:30 PM
Location: Mayor's Reception Room, City Hall / Zoom(Hybrid)

PRESENT:

Present on Roll Call were Chairman Gitschier, C. Robinson and C. Rourke (Zoom). Also present were Conor Baldwin (CFO) and Mary Callery (HR).

MEETING CALLED TO ORDER:

Chairman Gitschier called the meeting to order at 5:30 PM noting attendance and purpose of the meeting.

ORDER OF BUSINESS:

C. Gitschier noted the need to develop a formula to measure employee performance by setting goals and objectives as it pertains to Manager, Auditor and Clerk. C. Gitschier outlined possible categories for this that would have sub categories as done by Town of Chelmsford. These categories were as follows: relationship with governing body; fiscal management; personnel management; organizational management; relationship with public; relationship with other government agencies; and overall. C. Rourke felt as though he evaluated the Clerk every Tuesday but was alright in being a little more formal with it. C. Robinson noted the need to be consistent and that parties agree on the process. C. Gitschier questioned current process. Ms. Callery reviewed past evaluations for Managers. Mr. Baldwin commented on each past Manager and their contracts. Clerk Geary noted that each employee should have different criteria that is agreed upon to be most efficient. C. Gitschier noted his conflict regarding Clerk evaluation. C. Gitschier noted parties should meet to develop criteria and categories and move forward from there.



ADJOURNMENT:

Motion by C. Rourke, seconded by C. Robinson to adjourn. So voted.

Meeting adjourned at 6:00 PM.

Michael Q. Geary

City Clerk
