



Lowell City Council

Auditor & Clerk Oversight SC

Michael Q. Geary
City Clerk

Date: February 18, 2025
Time: 5:30 PM
Location: City Council Chamber, City Hall / Zoom (Hybrid)

PRESENT:

Present on Roll Call were Chairman Scott, C. Belanger and C. Yem. Also present were Conor Baldwin (CFO), Austin Ball (Asst. CFO), C. Gitschier, C. Mercier, C. Descoteaux, C. Robinson, C. Jenness, C. Nuon, Corey Williams (City Solicitor) and Mary Flanders Aicardi (Collins Center consultant).

MEETING CALLED TO ORDER:

Chairman Scott called the meeting to order noting attendance and purpose of the meeting.

ORDER OF BUSINESS:

Mr. Baldwin provided prior actions by subcommittee which indicated the hiring of a consultant and introduced Ms. Aicardi who provided presentation entitled "City of Lowell Performance Evaluation". Ms. Aicardi defined what a performance evaluation was and outlined the procedures involved with them. Ms. Aicardi indicated the reasoning behind evaluations and the various components and planning involve in enacting such evaluations. Ms. Aicardi recommended various categories utilized in evaluations which included annual goals and the use of various tools in assessing those goals. In closing, Ms. Aicardi provided sample guidelines to the subcommittee. Ms. Aicardi noted the need to bring attention to evaluations and recognized the assistance of the Collins Center could provide regarding language, examples and people. Ms. Aicardi noted the need for broad principles in setting the number of goals and that this presentation was more in line for City Managers but could be adjusted to other personnel under the purview of the Council. Ms. Aicardi noted it would be the wish of the subcommittee in choosing future steps and that the Collins Center could assist with any direction. C. Scott noted the importance of dialogue with all partners and what would be most efficient for the entire group to come together. C. Yem noted that each Councilor has their own priorities in terms of constituents and each input is important. C. Belanger noted that the Council has oversight of three employees, and each perform a very different function. C. Scott noted the effect evaluations would have on budgeting. C. Robinson noted this was a working document



and a tool that can be customized for long- and short-term goals. C. Descoteaux noted evaluations with differ with each employee and noted it was good that this tool can be adjusted to each employee. C. Gitschier commented that goals could be established through job descriptions and that evaluation process should be done throughout the year not just at the end. C. Gitschier noted current procedures are not beneficial. C. Scott noted the form was basic, but training would be critical. C. Scott requested timeline for completing process. Ms. Aicardi proposed various time frames that could be used. C. Scott noted evaluations were tied to pay increases. C. Yem questioned frequency of meeting with employees. Ms. Aicardi noted many are done on a quarterly basis. C. Robinson noted such meetings should be done in Executive Session. Mr. Baldwin noted that the body would establish timeline and procedure and that his department could assist with that endeavor. Mr. Baldwin noted getting resources to full body to define goals would be good start.

ADJOURNMENT:

Motion by C. Belaner, seconded by C. Yem to adjourn. So voted.

Meeting adjourned at 6:20 PM.

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