

# **WILTON BOARD OF SELECTMEN WORK SESSION MINUTES**

Date: August 25, 2014  
Time: 6:30 P.M.  
Place: Town Office

Present: Chairman William F. Condra and Selectmen Richard E. Swanson, Kermit R. Williams, and Recording Secretary Pamela Atwood.

The work session was called to order at 6:45 P.M. by Chairman Condra.

A floor finish type was chosen for the Courtroom floor.

An extension request for the MS-1 was signed.

The remainder of the meeting was used to discuss the performance review structure and implementation.

They came up with several categories and each of the Selectmen will create bullet points under each category heading.

Job descriptions are the first step; a memo will be written to the Department Heads asking for job descriptions.

The Selectmen will meet every other week for a Performance Review Work Session until they resume their regular meeting schedule.

A motion was made to adjourn the meeting at 8:26 P.M. by Selectman Williams, seconded by Selectman Swanson, followed by a vote with all in favor.

Respectfully submitted;

Pamela L. Atwood,  
Recording Secretary