



Jonathan Altshul  
Town Manager

# TOWN OF NEWINGTON

200 GARFIELD STREET  
NEWINGTON, CONNECTICUT 06111

**Special Meeting Agenda**  
**Town Manager Evaluation Subcommittee**  
**Town Hall, Conference Room 201A**  
September 15, 2025  
3:00 p.m.

RECEIVED FOR RECORD  
IN NEWINGTON, CT  
2025 SEP 22 PM 3:56  
*Edmund O. Hynes*  
Town Clerk

**I. CALL TO ORDER**

Councilor Nagel and Councilor Page recommended Heather Shonty, Staff Liaison to call to order this meeting today, September 15<sup>th</sup> at 3:00pm, meeting has a quorum.

**II. ROLL CALL**

Subcommittee Present

Councilor Nagel

Councilor Page

Councilor Nagel made a motion to nominate Councilor Page to be in the charge of the meeting. Motion passed unanimously.

**III. DISCUSSION OF PROCESS, FORM, ETC.**

Councilor Nagel and Councilor Page will take their recommendations and some of which may be done in executive session to the larger Council. Major changes could lengthen the process, the Council set guidelines for the Subcommittee to have it completed. Councilor Page asked for Councilor Nagel to provide feedback on the process, he looked it over, the form seems solid to him but wanted a brief history of the Town Manager Evaluation process.

Councilor Nagel stated that this form was created about 19 years ago and has been revised throughout time and streamlined to make it easier for everyone to understand the process, it comes down to a numbers system, with titles and criteria for each individual. The Council gets a blank copy and they fill it out independently, they do not have to fill out a number (for e.g., 1) for each subtopic

but at the bottom of each topic, it gives place for them to fill out a number overall. It can get tricky if you give a half or quarter point, so it's recommended, if possible, to make it, a 1, 2, 3, 4, but make it a definite number. At the end of each segment, there are places for people to make brief comments for each section.

The Town Manager Evaluation Subcommittee will choose how to compute it, either doing it together, compile the individual numbers on a grid its all anonymous, you do not have to sign it but you can. Some may decide not to complete or fill out a section. They will compute all the numbers at the end and divide them appropriately to come up with a percentage number.

The Town Manger's evaluation has not been done in 3-4 years, since 2021.

In the past, they have taken each of the head titles, for example, the first section is called Organization Management and Leadership, a list is made verbatim of the comments for each individual. It's presented to Council in executive session and the Town Manager. The whole Council votes on the final recommendation.

Everyone gives their input without being influenced by someone right next to them.

The Town Manager gets to complete a self-evaluation, which is provided to Council during executive session. During executive session, the Town Manager can present whatever information he wishes to go over.

The Town Manager Subcommittee would like this to be completed by the end of October, with the current Council.

Councilor Page reviewed the evaluation headings, Organizational Management and Leadership, Fiscal Business Management, Communication/Relationship with Mayor/Council, Community/Intergovernmental Relations, and Personal and

Professional Traits. The rating scale is 0- no experience, 1- below experience, 2- occasionally meeting expectations, 3-meets expectations, 4- occasionally exceeds expectations, 5- always exceeds expectations.

The Town Manager Subcommittee stated they would go into executive session because they may talk about some specific or sensitive personnel issues.

#### **IV. EXECUTIVE SESSION:**

##### **A. Personnel - Town Manager's Review, §1-200(6)(A)**

Councilor Nagel made a motion; That the Newington Town Manager Evaluation Subcommittee, in accordance with C.G.S § 1-200(6)(A), hereby moves to go into Executive Session with the following to be in attendance, Councilor Nagel and Councilor Page for the purpose of the Town Manager's Evaluation. Motion was seconded by Councilor Page, motion passed unanimously. Executive session began at 3:14pm.

Adjourned from executive session at 3:40pm.

#### **V. PUBLIC PARTICIPATION**

None.

#### **VI. ADJOURNMENT**

Councilor Page made a motion to adjourn the meeting and Councilor Nagel seconded it, motion passed unanimously. Meeting was adjourned at 3:40PM.