



Kennebunk Light & Power District  
4 Factory Pasture Lane  
Kennebunk, Maine 04043  
(207) 985-3311  
[www.klpd.org](http://www.klpd.org)

BOARD OF TRUSTEES BUSINESS MEETING AGENDA  
TUESDAY, JANUARY 29, 2019  
DISTRICT OFFICES @ 5:00 PM

I.	CALL TO ORDER	5.00
II.	EXECUTIVE SESSION PURSUANT TO 1 MRSA 405.6 (E) FOR CONSULTATION WITH THE DISTRICT'S ATTORNEY REGARDING HYDRO OPERATIONS	5.05
III.	BOARD REVIEW AND APPROVE MINUTES OF 11/27/18 MEETING	6.05
IV.	BOARD REVIEW NOVEMBER, 2018 FINANCIALS	6.10
V.	BOARD AUTHORIZE GENERAL MANAGER TO OFFER FOR SALE "TRUCK 2", 2002 SPARE BUCKET TRUCK WITH MINIMUM BID OF \$10,000	6.20
VI.	BOARD AUTHORIZE GENERAL MANAGER TO ACCEPT AND AWARD BIDS REGARDING AGENDA ITEM V. BID OPENING AND AWARD NOON 2/22/19	6.30
VII.	BOARD CONSIDERATION OF APPROVAL OF LIST OF LEGACY AND 2018 WRITEOFFS	6.45
VIII.	DISCUSSION WITH BOARD REGARDING CAPITAL IMPROVEMENTS ITEMS BEING CONSIDERED FOR 2019	7.00
IX.	GENERAL MANAGER'S REPORT	7.20
	a. PAST BOARD MEETING REQUESTS	
	b. SOLAR ARRAY UPDATE	
	c. SUMMER STREET PROJECT UPDATE	
	d. ASLPUNDH TREE TRIMMING 2019	
	e. E-BILLING AND ONLINE CC PAYMENTS UPDATE	
X.	PUBLIC COMMENT PERIOD (LIMITED TO 15 MINUTES TOTAL)	7.35
XI.	BOARD DIRECTION ON 2019 MEETING DATES SCHEDULE AND ITEMS TO BE DELIBERATED ON	7.50
XII.	NEXT MEETINGS, FEBRUARY 26, MARCH 26, 2019	8.00
XIII.	BOARD RECOMMENDATION FOR AGENDA ITEMS FOR NEXT MEETING	8.05
XIV.	ADJOURN	8.05

KENNEBUNK LIGHT & POWER DISTRICT  
COUNTY OF YORK  
STATE OF MAINE

- - -

BOARD OF TRUSTEES MEETING MINUTES  
(Video recorded meeting)

- - -

KENNEBUNK LIGHT & POWER DISTRICT  
4 FACTORY PASTURE LANE  
KENNEBUNK, ME 04043  
TUESDAY, NOVEMBER 27, 2018  
5:00 P.M.

- - -

BOARD MEMBERS:

PRESIDENT: DAVID CLUFF - (PRESENT)

VICE-PRESIDENT: ROBERT EMMONS - (PRESENT)

GENERAL MANAGER/TREASURER: TODD SHEA - (PRESENT)

CLERK: DAN BARTILUCCI - (PRESENT)

TRUSTEE: JAY KILBOURN - (PRESENT)

TRUSTEE: BRADLEY "SCOTT" DUCHARME - (PRESENT)

ALSO PRESENT:

Matthew Rancourt, Business Manager

Hyla Riley

Albert Kolff

David Wayne

Lauren Wayne

Peter Ashley

*(Other members of the public may have been present but not identified.)*

APPEARANCES:

PRETI FLAHERTY

BY: TODD GRISET, ESQ.

One City Center

Portland, ME 04101

**I. Call to Order.**

President Cluff called the meeting to order at 5:00 p.m.

**II. Executive Session Pursuant to 1 MRSA 405.6 (E) For Consultation with the District's Attorney Regarding Hydro Operations.**

**Motion** by Vice-President Emmons, seconded by Trustee Emmons.

**Vote:** 5-0.

*(Executive Session concluded at 5:58 p.m.)*

**III. Board Review and Approve Minutes of 10/28/18 Meeting.**

**Motion** by Trustee Kilbourn to accept the minutes, seconded by President Cluff.

**Vote:** 5-0.

**IV. Board Review October, 2018 Financials.**

**V. Board Authorize General Manager to Offer For Sale "Truck 2", 1998 Spare Bucket Truck with Minimum Bid of \$20,000.**

**VI. Board Authorize General Manager to Accept and Award Bids Regarding Agenda Item V, Bid Opening and Award Noon 12/14/18.**

**Motion** by President Cluff to authorize General Manager Shea to offer for sale "Truck 2", 1998 spare bucket truck with minimum bid of \$30,000, and that the General Manager can accept the bids once they are all received. Motion seconded by Trustee Kilbourn.

**Vote:** 5-0.

**VII. Discussion with Board Regarding Capital Improvements Items Being Considered for 2019.**

**VIII. Board Authorization to Close District Offices on 12/24/18 in Addition to 12/25/18 for Holiday Travel.**

**Motion** by Trustee Kilbourn to close the office on December 24, 2018 as recommended by the General Manager. Seconded by President Cluff.

**Vote:** 5-0.

**IX. General Manager's Report**

- a. Past Board Meeting Requests**
- b. Solar Array Update**

- c. **Site Plan Review Board Meeting 11/29/18 Regarding Final Approval of Solar Array**
- d. **Asplundh Tree Trimming Update**
- e. **Update to Board on AFH Timeline for Meeting**
- f. **Trustee Holiday Party 12/14/18 at Garden Street Bowl**

President Cluff brought forward to the Board an e-mail received by the Board in reference to communications from a resident of the District to the General Manager. President Cluff asked General Manager Shea to respond to the e-mail; of which he did.

**X. Public Comment Period (limited to 15 Minutes Total)**

**XI. Next Meetings, Tentative December 18, 2018, January 29, 2019, Other Meeting to be Scheduled as Necessary.**

December 18, 2018 - Board of Trustees' Meeting, Tentatively scheduled as an Executive Session only, beginning at 5:00 p.m.

January 29, 2018 - Board of Trustees' Meeting

**XII. Board Recommendation for Agenda Items for Next Meeting.**

**XIII. Adjourn.**

**Motion** by Vice-President Emmons and seconded by Trustee Bartilucci.

**Vote:** 5-0.

The meeting adjourned at 6:53 p.m.

Attest: \_\_\_\_\_  
Dan Bartilucci, Clerk

Kennebunk Light and Power District  
Notes to Financial Statements  
November 2018

## REVENUES

<b>KWH SALES</b>	2018	2017	Variance
kwh sales Delivery & Transmission	9,092,714	8,107,177	985,537
minus Corning	1,717,600	1,573,900	143,700
kwh sales Energy and RNS:	7,375,114	6,533,277	841,837
 <b>ENERGY REVENUE</b>	 2018	 2017	 Variance
Energy Sales	\$ 612,767	\$ 526,885	\$ 85,881
 <b>RNS REVENUE</b>	 2018	 2017	 Variance
RNS Sales	\$ 170,430	\$ 139,230	\$ 31,199
 <b>TRANSMISSION REVENUE</b>	 2018	 2017	 Variance
Transmission Sales	\$ 47,689	\$ 25,581	\$ 22,108
 <b>DELIVERY REVENUE</b>	 2018	 2017	 Variance
Delivery Sales	\$ 237,789	\$ 194,988	\$ 42,800

## EXPENSES

Department	Actual	Budget	Variance	Notes
General plant operations,	\$ 106,308	\$ 61,705	\$ 44,603	Timing of tree trimming expenses
Customer accounting and collections	11,457	17,268	(5,811)	
Administration	82,686	85,499	(2,813)	
Other expense	41,095	41,071	24	

**KENNEBUNK LIGHT & POWER DISTRICT  
STATEMENT OF REVENUES AND EXPENSES**

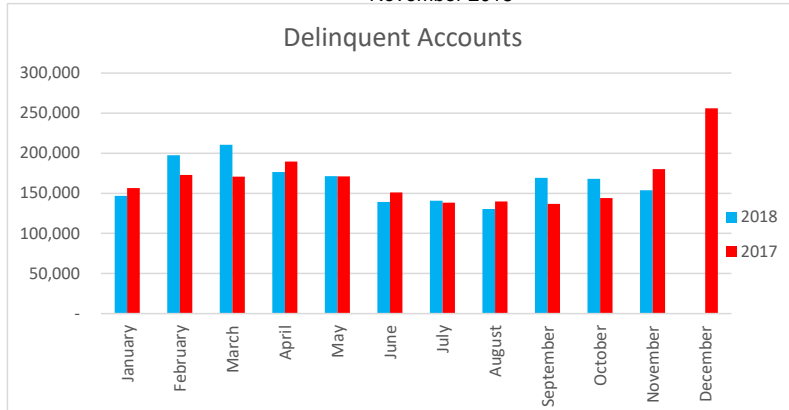
	<b>MONTHLY</b>			<b>YTD</b>			<b>ANNUAL</b>
	November 2018 Actual	November 2018 Budget	November 2017 Actual	2018 Actual	2018 Budget	2017 Actual	2018 Budget
<b>Revenue</b>							
Energy revenue	612,767	556,004	526,885	7,138,968	6,831,009	6,703,918	7,443,116
<b>PV returned to grid</b>	1,621	1,477	1,516	29,572	20,323	20,861	21,250
Power expense	(673,899)	(556,004)	(619,706)	(7,145,865)	(6,831,009)	(6,689,089)	(7,443,116)
<b>PV Credits</b>	(1,621)	(1,477)	(1,516)	(29,572)	(20,323)	(20,861)	(21,250)
Net energy revenue	(61,133)	-	(92,821)	(6,897)	0	14,829	-
RNS revenue	170,430	146,871	139,230	1,971,535	1,804,443	1,768,118	1,966,134
RNS expense	(130,530)	(146,871)	(118,265)	(1,738,981)	(1,804,443)	(1,829,934)	(1,966,134)
Net RNS revenue	39,899	-	20,966	232,554	-	(61,816)	-
Transmission revenue	47,689	25,009	25,581	520,700	307,263	345,213	334,796
Transmission expense	(31,589)	(25,009)	49,714	(385,058)	(307,263)	(348,556)	(334,796)
Net transmission revenue	16,101	-	75,295	135,641	-	(3,343)	-
Net energy and transmission revenue	(5,133)	-	3,440	361,299	0	(50,329)	-
Delivery revenue	188,864	171,715	194,988	2,159,345	2,109,669	2,348,978	2,298,711
Minimum charge revenue	48,925	48,622	-	461,585	472,243	-	520,865
Other revenue	3,610	3,421	3,154	174,880	71,856	66,886	81,402
Hydro production	-	7,083	2,977	58,853	77,917	76,144	85,000
<b>Total Revenue</b>	<b>236,266</b>	<b>230,841</b>	<b>204,559</b>	<b>3,215,962</b>	<b>2,731,685</b>	<b>2,441,679</b>	<b>2,985,978</b>
<b>Expenses</b>							
General plant operations, maintenance and distribution	106,308	61,705	54,261	622,227	600,931	528,439	654,761
Customer accounting and collections	11,457	17,268	15,257	148,340	156,116	137,927	161,525
Administration	82,686	85,499	87,368	982,838	1,049,448	1,074,910	1,117,222
Other expense	41,095	41,071	42,359	452,689	451,779	464,788	492,850
KLPD electrical usage	2,058	2,304	2,312	20,453	20,911	22,246	26,500
<b>Total Expense</b>	<b>243,604</b>	<b>207,847</b>	<b>201,556</b>	<b>2,226,546</b>	<b>2,279,185</b>	<b>2,228,310</b>	<b>2,452,859</b>
<b>Net gain/(loss)</b>	<b>(7,338)</b>	<b>22,994</b>	<b>3,003</b>	<b>989,416</b>	<b>452,500</b>	<b>213,368</b>	<b>533,119</b>



**KENNEBUNK LIGHT & POWER DISTRICT  
STATEMENT OF FINANCIAL POSITION**

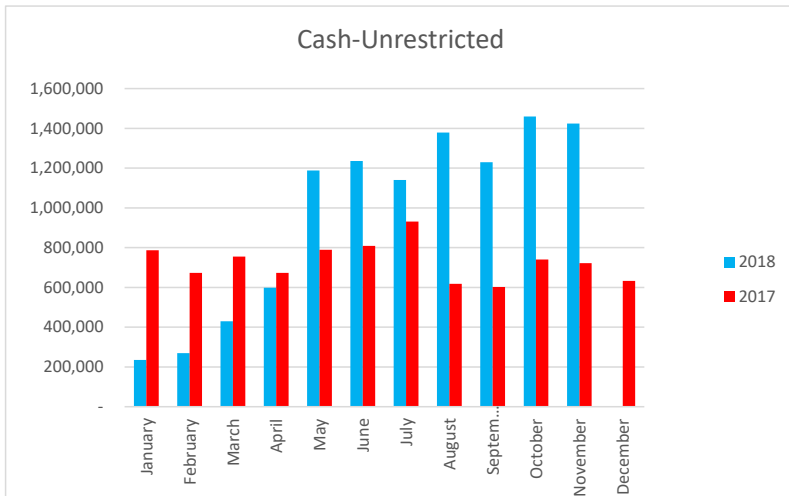
	November 2018	November 2017	FY 2017
<b>Assets</b>			
Cash and short-term investments	2,079,726	1,104,166	1,064,762
Accounts receivable	1,086,027	949,811	1,175,884
Fixed assets and property	9,989,988	10,055,955	10,161,714
Other assets	1,116,958	928,211	1,080,072
<b>Total assets</b>	<b>14,272,699</b>	<b>13,038,143</b>	<b>13,482,432</b>
<b>Liabilities</b>			
Accounts payable	835,245	709,346	(49,750)
Payroll liabilities	11,434	7,074	26,099
Long-term liabilities	2,480,173	2,712,503	2,717,492
Other liabilities	1,117,665	1,286,140	2,142,208
<b>Total liabilities</b>	<b>4,444,517</b>	<b>4,715,063</b>	<b>4,836,049</b>
<b>Equity</b>			
Surplus	8,877,166	8,163,609	8,417,645
Current year excess revenue	951,016	159,470	228,738
<b>Total equity</b>	<b>9,828,182</b>	<b>8,323,079</b>	<b>8,646,383</b>
<b>Total liabilities &amp; equity</b>	<b>14,272,699</b>	<b>13,038,143</b>	<b>13,482,432</b>

Kennebunk Light & Power District  
November 2018



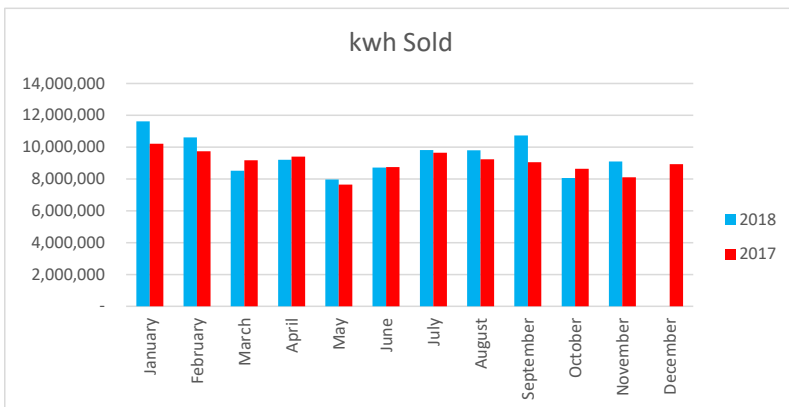
Aging	2018	2017
29 to 60 days	71,497	105,271
61 to 90 days	24,504	22,798
91 days +	57,786	52,282
<b>Total</b>	<b>153,787</b>	<b>180,351</b>

Delinquent accounts as a % of current month's sales:	15.03%	20.27%
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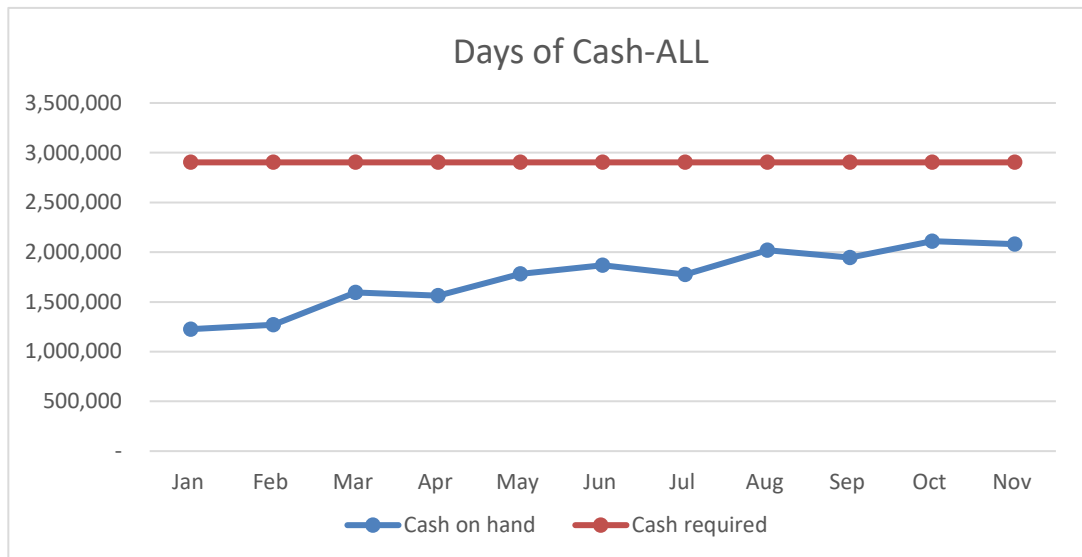
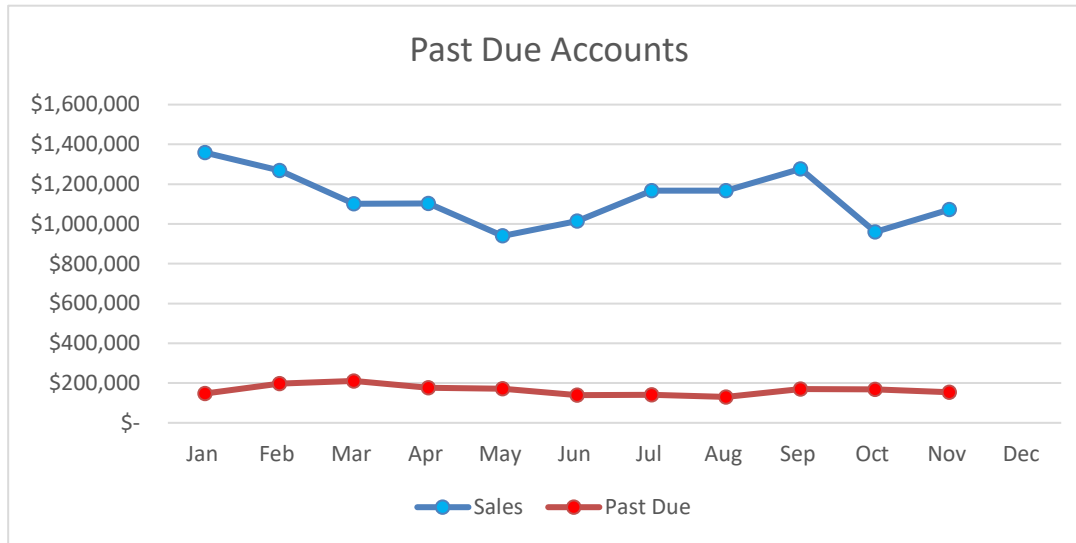
Days of Cash on Hand		Without Bonds
Required	90	90
Actual	44	55
Variance	-46	-35

Cash required:	\$ 2,903,000
<b>Cash unrestricted</b>	<b>\$ 1,428,752</b>
Cash-deposits	\$ 182,340
Cash-capital	\$ 250,000
Cash-Efficiency ME	\$ 218,634
<b>Cash-Total</b>	<b>\$ 2,079,726</b>
Variance	\$ (1,474,248)



November 2018	9,092,714
November 2017	8,107,177
Variance	985,537

Kennebunk Light & Power District  
November 2018



**KENNEBUNK LIGHT & POWER DISTRICT  
HYDRO STATEMENT OF ACTIVITY**

<b>Revenue</b>	November 2018	YTD 2018	2018 Budget
Electrical Production	\$ -	\$ 58,853	\$ 85,000
<b>Total Revenue</b>	<b>-</b>	<b>58,853</b>	<b>85,000</b>

<b>Expenses</b>			
Labor	1,986	22,184	26,500
Benefits	933	10,427	13,780
Supplies	918	12,222	15,500
Electrical Use	901	4,192	5,872
Liability/Property Insurance	940	10,362	11,277
Bond Interest	1,279	14,069	15,350
Depreciation	2,027	22,297	24,328
Legal & Professional Fees	-	6,638	24,500
<b>Total Expenses *</b>	<b>8,984</b>	<b>102,391</b>	<b>137,107</b>

<b>Gain/ (Loss)</b>	<b>\$ (8,984)</b>	<b>\$ (43,538)</b>	<b>\$ (52,107)</b>
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kWh production	-	571,700	813,740
Cost Per kWh-Produced	\$ -	\$ 0.179099	\$ 0.168490
Cost Per kWh-Purchased	\$ 0.102943	\$ 0.102943	\$ 0.104456
Variance	\$ (0.102943)	\$ 0.076156	\$ 0.064034

	Cost
Energy	\$ 0.078980
RNS	\$ 0.019073
LNS	\$ 0.004890
	\$ 0.102943

\* Expenses do not include any allocation of Management labor and benefits.

# Kennebunk Light & Power District

*A CONSUMER OWNED UTILITY SINCE 1893*

**2002 GMC C8500**

**Minimum Bid: \$30,000**

**Truck Specifics:**

**GMC 8500 Standard Cab, 5 speed manual transmission with hi-low range**

**James A. Kiley K-157 Electric Utility Body**

**Hi-Ranger HR-42M 42 Foot Platform Height with 400 pound working capacity**

**Upper and lower controls with emergency start and stop**

**Caterpillar 3126, 210 horse diesel engine with 51,089 miles and 7157 hours**

**7 compartment utility body**

**Last dielectric test performed September, 2018 certified through September 2019**

**Single municipal utility owner since new. Garaged constantly when not in use.**

**Rust free truck ready to work.**

**Sealed bids are due by December 20, 2018 by 5 PM to be clearly marked: 2002 BUCKET TRUCK BID, Kennebunk Light and Power District, 4 Factory Pasture Lane, Kennebunk, Me. 04043. Kennebunk Light and Power reserves the right to accept or reject any and all bids should it be in the best interest of the District to do so. Package is sold as is, where is, no warranties expressed or implied. Winning bidder will be notified Friday, December 21, 2018. Payment due and truck shall be picked up no later than December 31, 2018.**

**Please visit KLPD's website, [www.klpd.org](http://www.klpd.org) for photos. Contact General Manager Todd Shea via email at [tshea@klpd.org](mailto:tshea@klpd.org) or via telephone at (207) 985-3311 for more information. Vehicle can be inspected by appointment Monday-Friday between the hours of 8 AM and 3:30 PM.**

## Proposed Writeoffs

AccountNumber	AccountTotal
2065678-01	0.01
1581471-08	3.76
1564924-04	4.66
0841311-11	15.57
0121687-01	19.43
1795080-03	36.57
1645602-03	47.28
1564610-02	51.36
2052186-09	52.63
0401002-21	56.05
1721152-05	66.09
1795021-03	83.06
1987675-22	84.80
1419594-01	99.49
1476152-01	109.71
1766817-03	117.41
1344589-07	140.91
0958463-01	173.44
0841342-15	178.08
0975150-21	188.35
1650123-01	190.50
1974649-15	192.00
1070641-01	209.45
0846093-01	230.22
0121722-01	252.32
1569639-17	257.87
1535070-14	267.15
1027582-09	337.77
0381663-08	374.87
1070580-03	430.06
0841313-17	438.29
1206012-04	512.86
1529131-04	565.53
1219038-13	588.98
0939078-05	613.86
1782164-06	620.14
0805010-06	756.94
1163120-06	906.48
0934763-01	1,013.26
1571643-02	1,188.56
1645847-12	1,379.93
0967132-04	2,963.76
1650656-01	5,907.23
1650653-01	13,395.78
<u>Total</u>	<u>35,122.47</u>

**From:** [Elaine Meyer](#)  
**To:** [Todd Shea](#)  
**Subject:** Christmas Party (Todd please make sure this is read at the next Board meeting)  
**Date:** Monday, December 17, 2018 10:32:44 AM

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Dear Todd and Trustees:

I wanted to write and thank you for the gift of our Christmas Party this year. As always, it was a great time. The venue at the Bowling Alley was a bit Unconventional but I thought it was a blast and the food was excellent.

Last year I was unable to attend because of health reasons and was Very sad that I couldn't join in on the fun. So, this year I just doubled Down and had twice as much fun, although my bowling skills leave A lot to be desired. Fortunately, I have always been able to laugh at Myself, which I did Friday night!!!

I'm not sure my young co-workers realize how lucky we all are to have Such a great work environment. We all complain about petty things throughout The year, but working for KLPD has been one of the best work experiences Of my life. Self-employment leaves a lot to be desired, although there Are benefits. But when I came to work here almost 15 years ago, I had Never had sick days, vacation days, holidays or Christmas Parties from Any of my previous places of employment. So, my point I am making is I appreciate the job and all the benefits you folks have provided to us, As employees.

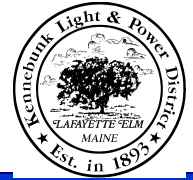
A big thank you, also, for the day before Christmas off. That is an Extra bonus I am happy to have.

You, as Trustees, have taken on a responsibility that has not been Pleasant, I am sure, over the past 3-4 years. I commend you on the job You are doing and look forward to a great 2019.

Sincerely,  
Elaine (aka Weas)

# Employee Performance Review

Administration



## Employee Information

Employee Name:

Employee Start Date:

Job Title:

Date of Review:

Supervisor:

General Manager:

Review Period:

## Evaluation & Rating Key

- 1 = *Unsatisfactory*: Does not perform required tasks to minimal standards. Requires constant supervision
- 2 = *Marginal*: Needs improvement in quality of work.
- 3 = *Meets Standards*: Meets basic requirements. Tasks are completed on time and without error.
- 4 = *Exceeds Standards*: Goes above and beyond expectations.
- 5 = *Exceptional*: Always gets results far beyond what is required.

	(5) = Exceptional	(4) = Exceeds Standards	(3) = Meets Standards	(2) = Marginal	(1) = Unsatisfactory
<b>Achieves Set Objectives (N/A for initial evaluation)</b> <i>Standard: Meets goals on time, takes responsibility and is accountable for goal achievement.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Adaptability/Flexibility</b> <i>Standard: Easily adjusts to changes in routine, assignments, and KLPD's needs and continues to be productive.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Communication Skills</b> <i>Standard: Communicates knowledge clearly, accurately and thoroughly.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Completes All Assigned Responsibilities</b> <i>Standard: Organizes, plans, and forecasts work skillfully to meet job needs in a timely manner.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	(5) = Exceptional	(4) = Exceeds Standards	(3) = Meets Standards	(2) = Marginal	(1) = Unsatisfactory
<b>Consistency and Quality of Work</b> <i>Standard: Provides accurate, thorough, professional work regularly.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Demonstrates Problem Solving Skills</b> <i>Standard: Analyzes problems skillfully; uses logic and good judgment to reach solutions.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Demonstrates Required Job Skills &amp; Knowledge</b> <i>Standard: Able to perform to the level expected for the job.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Dependability</b> <i>Standard: Personally responsible, steadfast and can be called upon to fulfill job duties and responsibilities.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Has The Ability To Learn And Use New Skills</b> <i>Standard: Seeks new knowledge, applies it to the job and shares it with others.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Interaction with the Public / Basic Customer Service</b> <i>Standard: Competent and professional with customers</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Interpersonal Skills</b> <i>Standard: Works well with others; gets things done with people; keeps information lines open at all levels. Team player.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Initiative</b> <i>Standard: Helps to determine the needs of the work place; helps all to meet the goals.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Listening Skills</b> <i>Standard: Listens attentively and responds thoughtfully to needs, goals and aspirations.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Meets Attendance Requirements</b> <i>Standard: Regularly present and punctual.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Open To Constructive Criticism</b> <i>Standard: Seeks to understand rather than defend against negative feedback.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	(5) = Exceptional	(4) = Exceeds Standards	(3) = Meets Standards	(2) = Marginal	(1) = Unsatisfactory
<b>Recognizes Potential Problems &amp; Develops Solutions</b> <i>Standard: Identifies problems within own area, develops resourceful solutions, and makes adjustments.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Takes Responsibility For Actions</b> <i>Standard: "Owns" the decisions made and takes responsibilities for personal actions.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Teamwork / Working Relations</b> <i>Standard: Coordinates own work with others, seeks opinions, values working relationships.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Uses Resources Available In An Effective Manner</b> <i>Standard: Effectively uses human resources and funds available to accomplish the job.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Ranking</b> <i>Please elaborate. Be specific and concise.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Employee's Strengths

### Employee's Areas for Growth

## Employee's Development & Training

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## Goals

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## Supervisor/Manager Feedback

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## Verification of Review

*By signing this form, you confirm that you have discussed this review in detail with your supervisor. I acknowledge receipt of review, and my signature does not necessarily indicate agreement.*

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*Employee Signature*

*Date*

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*Immediate Supervisor's Signature (if applicable)*

*Date*

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*General Manager Signature*

*Date*