

received 8/29/19 @ 1:30 PM  
Christine Cannella, etc

**PERSONNEL COMMITTEE**

**TOWN OF SOUTH WINDSOR**

**Minutes**

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**August 28, 2019**

**Sprenkel Room – South Windsor Town Hall**

**Call Meeting to Order**

The meeting was called to order at 3:30 p.m.

**Roll Call**

Members Present: Mayor Andrew Paterna  
Deputy Mayor Liz Pendleton  
Councilor Janice Snyder

**Approval of Past Minutes (July 31, 2019)**

Deputy Mayor Pendleton made a motion to approve the July 31, 2019 minutes. Councilor Snyder seconded the motion, and it was approved, unanimously.

**New Business**

**1. Receipt of Self-Evaluation of the Clerk of the Council**

Committee members discussed the self-evaluation form that they should be reviewing for the Clerk of the Council.

**2. Review the Town Manager's Evaluation Form and Establish a Date for his Evaluation**

Committee members decided that the following changes should be made to the Town Manager's evaluation form:

- #10 Succession Planning should be eliminated from Major Areas of Responsibility/Goals and Goals for Next Review Period.
- #5 Management & Workload Delegation to Town Staff should be separated into two categories. One will read Management of Town Staff, and the other will read Workload Delegation to Town Staff.

Committee member requested that the form be shared with the Town Manager for his review.

**(Discussion Continued on Next Page)**

**2. Review the Town Manager's Evaluation Form and Establish a Date for his Evaluation (*Continued*)**

It was also requested that the Clerk of the Council have the Director of Human Resources review the Town Manager's contract to understand what is stated in the contract regarding what needs to be done in three months and what needs to be done in six months. This information should be provided to the Personnel Committee through email.

Committee members requested the Clerk of the Council to schedule a six-month review of the Town Manager in January 2020 after the election in November.

**3. Receipt of Information Regarding Car Allowance**

No further information was shared regarding car allowance.

**Old Business**

None

**Other Business**

None

**Executive Session**

At 3:50 p.m., Councilor Snyder made a motion to go into Executive Session to discuss a personnel issue (the evaluation of Debbie Reid, Clerk of the Council, and to discuss a personnel issue regarding the car allowance within contracts for Mike Maniscalco, Town Manager; Vanessa Perry, Assistant Town Manager/Director of Human Resources; and Scott Roberts, Assistant Town Manager/CIO/Emergency Management.

At 5:00 p.m., Councilor Snyder made a motion to adjourn the Executive Session. Deputy Mayor Pendleton seconded the motion, and it was approved, unanimously.

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**Adjournment**

At 5:01 p.m. Deputy Mayor Pendleton made a motion to adjourn the Personnel Committee meeting. Councilor Snyder seconded the motion, and it was approved, unanimously.

Respectfully submitted,

  
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Deborah W. Reid  
Clerk of the Council