

**PERSONNEL COMMITTEE**  
**TOWN OF SOUTH WINDSOR**

**Minutes**

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**April 8, 2021**

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**Virtual Meeting**

**1. Call Meeting to Order**

The meeting was called to order at 5:39 p.m.

**2. Roll Call**

Members Present: Deputy Mayor Liz Pendleton  
Councilor Mary Justine Hockenberry  
Councilor Janice Snyder

**3. Adoption of Minutes (January 26, 2021)**

Councilor Snyder made a motion to approve the January 26, 2021 minutes. Councilor Hockenberry seconded the motion, and they were approved unanimously.

**4. Discussion items:**

**A. Review Current Contract (if applicable)**

Committee members discussed the fact that the Town Manager's contract does not expire but stays in place for the whole time he is employed with South Windsor.

**B. Review the Last Approved Performance Evaluation for the Town Manager**

Committee members reviewed the last approved Performance Evaluation for the Town Manager. Councilor Snyder stated that she is looking forward to seeing a plan from the Town Manager for the renovations to the Town Hall and hearing what the Town Manager has planned for Capital Projects. Items that will need further explanations and/or discussions are news blasts, the digital signs that were proposed, and the Strategic Plan.

**C. Review the Last Approved Performance Evaluation for the Clerk of the Council**

Committee members reviewed and discussed the last approved Performance Evaluation for the Clerk of the Council.

**ITEM:**

**4. Discussion items (*Continued*)**

**D. Review the Most Current Evaluation Document**

Committee members decided that the same Performance Evaluation form would be used for the Town Manager, but they may want to change #5 on the form or remove it.

Committee members felt that the Performance Evaluation form used for the Clerk of the Council should be updated. Councilor Snyder stated that she would like to add "Very Good" between Good and Excellent.

**E. Self-Evaluations**

Committee members decided that self-evaluations will be due back to the Committee by May 10, 2021, from the Town Manager and Clerk of the Council.

**F. Identify Timetable for Review Process for Committee and Town Council Executive Sessions (3 Executive Sessions)**

The following timetable was identified by the Committee:

April 26, 2021 – An Executive Session will be held with the Town Council to get input regarding the Town Manager and Clerk of the Council's Self-Evaluations (1<sup>st</sup> Executive Session).

May 13, 2021 – the Personnel Committee will meet to discuss the self-evaluations and input received from the Town Council.

May 17, 2021 – An Executive Session will be held with the Town Council (2<sup>nd</sup> Executive Session).

May 20, 2021 – The Personnel Committee will meet.

June 7, 2021 – An Executive Session will be held with the Town Council (3<sup>rd</sup> Executive Session).

**ITEM:**

**5. Discussion Items (*Continued*)**

A. Proposed Duty for the Clerk of the Council –Action Calendar (January-June)

- Review of Town Council Rules and Procedures Annually
- Personnel Committee Meetings
- Budget Calendar

Deputy Mayor Pendleton informed the Committee that it is being proposed to review the Town Council Rules & Procedures annually.

Deputy Mayor Pendleton then suggested that the Clerk of the Council provide to the Council a calendar with all the different actions/events that will take place from January to June. There are events that happen every year that Council members may not remember, such as the Mayor's Day of Service.

**6. Executive Session**

At 6:32 p.m., Councilor Snyder made a motion to go into Executive Session to discuss personnel issues (Michael Maniscalco, Town Manager; and Debbie Reid, Clerk of the Council). Councilor Hockenberry seconded the motion, and it was approved unanimously.

The following individuals went into Executive Session: Deputy Mayor Pendleton, Councilor Hockenberry, and Councilor Snyder.

At 7:05 p.m., Executive Session ended.

**7. Adjournment**

At 7:05 p.m., the meeting was adjourned.

Respectfully submitted,

  
Deborah W. Reid  
Clerk of the Council