

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

**Minutes**

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**May 11, 2021**

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**Virtual Meeting**

**1. Call Meeting to Order**

The meeting was called to order at 10:05 a.m.

**2. Roll Call**

Members Present: Chairperson Liz Pendleton  
Councilor Erica Evans  
Councilor Janice Snyder

**3. Election of Chairperson**

The election of a Chairperson is not needed because Deputy Mayor Pendleton had previously been elected as the Chairperson of this Committee.

**4. Adoption of Minutes (April 8, 2021)**

Councilor Snyder made a motion to approve the April 8, 2021 minutes. Chairperson Pendleton seconded the motion, and they were approved unanimously.

**5. Discussion items:**

**A. Discussion and Review Input from Council**

Committee members did not receive any input from Council members.

**B. Review Self-Evaluations**

Committee members reviewed the Clerk of the Council's Self-Evaluation and requested her to add the Black Lives Matter Sub-Committee to the Committee's that she has done work for. Committee members felt that the pending list should not be sent to Council members but should be placed on the shard drive, so if Council members would like to see it, they will have access to it.

Committee members reviewed the Town Manager's Self-Evaluation. They suggested to the Town Manager that he add to his evaluation that he took over additional responsibilities when the Director of Public Works retired. Also, they felt that he posted and filled the Director of Parks & Recreation position and the Chief of Police position in a timely manner, adding that the transitions were

**(Discussion Continued on Next Page)**

**ITEM:**

**5. Discussion items (*Continued*)**

B. Review Self-Evaluations (*Continued*)

smooth, and there were also promotions from within departments. Under the Capital Projects, the Town Manager came up with creative ways to manage and fund items. During the different rallies that have occurred, the Town Manager was able to work behind the scene to keep everything under control. Committee members gave praise to the Town Manager for moving the Chamber of Commerce to the Wapping House.

C. Prepare a First Draft of the Evaluation Documents (send to the Council for their review and feedback).

The Clerk of the Council will prepare a first draft of the evaluation documents and send them to the Council.

**6. Executive Session**

At 10:53 a.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 Evans seconded the motion, and it was approved unanimously.

The following individuals went into Executive Session: Chairperson Pendleton, Councilor Evans, Councilor Snyder, Town Manager Michael Maniscalco, and Clerk of the Council Debbie Reid.

At 11:11 a.m., Executive Session ended.

**7. Adjournment**

At 11:11 a.m., the meeting was adjourned.

Respectfully submitted,

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Deborah W. Reid  
Clerk of the Council