

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

**Minutes**

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**May 25, 2021**

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**Virtual Meeting**

**1. Call Meeting to Order**

The meeting was called to order at 10:03 a.m.

**2. Roll Call**

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

**3. Adoption of Minutes (May 11, 2021)**

Councilor Snyder made a motion to approve the May 11, 2021 minutes. Councilor Evans seconded the motion, and they were approved unanimously.

**4. Discussion items:**

**A. Finalize Clerk of the Council's Evaluation and Prepare Final Draft**

Chairperson Pendleton stated that the Clerk of the Council's evaluation would be finalized in Executive Session. The final draft will be sent to the Council after it is complete.

**B. Finalize Clerk of the Council's Compensation Offer**

Committee members felt it is appropriate to move forward with this discussion in Executive Session.

**C. Send Final Draft to Councilors.**

The Clerk of the Council's final draft evaluation will be sent to the Council.

**5. Executive Session**

At 10:07 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.

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**ITEM:**

**5. Executive Session (*Continued*)**

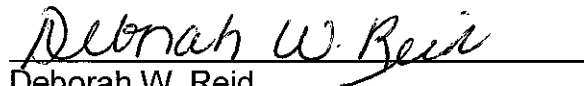
The following individuals went into Executive Session: Chairperson Pendleton, Councilor Evans, and Councilor Snyder.

At 12:20 p.m., Executive Session ended.

**6. Adjournment**

At 12:20 a.m., the meeting was adjourned.

Respectfully submitted,

A handwritten signature in cursive script, reading "Deborah W. Reid", is written over a horizontal line.

Deborah W. Reid  
Clerk of the Council