

PERSONNEL COMMITTEE
TOWN OF SOUTH WINDSOR

Minutes

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January 13, 2020

Sprenkel Room – South Windsor Town Hall

1. Call Meeting to Order

The meeting was called to order at 3:35 p.m.

2. Roll Call

Members Present: Mayor Andrew Paterna
Councilor Audrey Delnicki
Councilor Karen Lydecker

Others Present: Michael Maniscalco, Town Manager

3. Approval of Past Minutes (August 28, 2019)

The minutes of October 2, 2019 were approved unanimously.

4. Discussion Items

A. Evaluation Review for Michael Maniscalco, Town Manager

Committee members discussed the Town Manager's Six Month Performance Review.

Mr. Maniscalco answered questions from the Committee in each category as follows:

Financial: More items will become known as the budget is being worked on.

Economic Development: The Buxton Company and Mr. Galligan together cost the Town \$116,000 per year. Mr. Galligan is working on the Costco project and he worked on the tax abatement for The Home Depot. There does not seem to be a lot of activity through the Buxton Company. Mr. Maniscalco informed the Committee that in May of 2020, he would be attending a conference in Las Vegas with Mr. Galligan. Mr. Maniscalco stated that he does not feel comfortable as the Town Manager doing economic development for the Town. There could be some conflict of interests in doing so.

4. Discussion Items (*Continued*)

A. Evaluation Review for Michael Maniscalco, Town Manager (*Continued*)

Community/Customer Service: Mr. Maniscalco stated that more pressure can be put on the Building Department in order to get on-line permitting up and running. There have been issues with Department Heads coming directly to him instead of going to Scott or Vanessa. This is being addressed so Department Heads go directly to the Assistant Town Managers.

Mr. Maniscalco explained that he has been trying to get to as many public events as possible.

Mr. Maniscalco said that the Town is looking into getting a new phone system in the future. He has noticed from time to time that there are departments that do not have phone coverage in them.

Infrastructure: Mr. Maniscalco stated that a project list for paving roads should be going out to bid now so projects can be ready to go in April.

Creativity and Innovation: Councilor Lydecker stated that the Town council academy was a great idea and very helpful. Mayor Paterna felt that the highlight in this area was 460 Miller Road.

Relationships with Town Council: It was felt that the Town Manager's contact with the Town Council has been successful.

Committee members reviewed the Town Manager's goals for the upcoming rating period. Mr. Maniscalco stated that he feels the Town is lined up to get a AAA rating. If the Town does not receive the AAA rating, he feels it will be because of history. The Town has just approved updated policies, created a new Mitigation Policy, and has just reached 18% fund balance. Mr. Maniscalco felt that Evergreen Walk will have to reimagine what the area will become in the future. Unfortunately retail is going out and he feels it would best be suited for dining in the future. Training in diversity for Town staff will be held in the future. Mr. Maniscalco then explained that the current Strategic Plan is a list of objectives. In the future, a new Strategic Plan will be established that will have a vision, identify goals, and create objectives. A committee will be established for this purpose.

4. Discussion Items (*Continued*)

B. Salary for Bonnie Armstrong, Town Clerk

Committee members reviewed past practice when a new Town Clerk has been hired. At this time it was felt that \$70,000 was a fair recommendation but it would be discussed with the Town Council. Mr. Maniscalco stated that a salary survey could be done for this position.

5. Executive Session

At 4:44 p.m., Councilor Delnicki made a motion to go into Executive Session to discuss a personnel issue (Michael Maniscalco, Town Manager). Councilor Lydecker seconded the motion, and it was approved, unanimously.

The following individuals went into Executive Session: Mayor Paterna; Councilor Delnicki, and Councilor Lydecker.

At 4:48 p.m., Councilor Lydecker made a motion to adjourn the Executive Session. Councilor Delnicki seconded the motion, and it was approved, unanimously.

4. Discussion Items (*Continued*)

A. Evaluation Review for Michael Maniscalco, Town Manager (*Continued*)

Committee members made comments regarding the Town Manager's Performance and made recommendations under Major Areas of Responsibility and Goals.

6. Adjournment

At 5:12 p.m. Mayor Paterna made a motion to adjourn the Personnel Committee meeting. Councilor Delnicki seconded the motion, and it was approved, unanimously.

Respectfully submitted,

Deborah W. Reid
Clerk of the Council