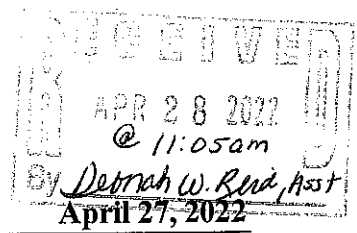


**PERSONNEL COMMITTEE
TOWN OF SOUTH WINDSOR**



Minutes

Virtual Meeting

1. Call Meeting to Order

The meeting was called to order at 11:08 a.m.

2. Roll Call

Members Present: Mayor Elizabeth Pendleton
Deputy Mayor Steven King, Jr. (Arrived at 11:24 a.m.)
Councilor Marek Kozikowski

Others Present: Scott Nolan, Clerk of the Council

3. Adoption of Minutes (April 20, 2022)

Councilor Kozikowski made a motion to approve the minutes of the April 20, 2022 personnel committee meeting. Mayor Pendleton seconded the motion, and they were approved by a unanimous voice vote. **MOTION CARRIES.**

4. Discussion Items

A. Review the last approved Performance Evaluation of the Town Manager

Mayor Pendleton provided an update to committee members regarding the necessary performance evaluation documents and informed members of the committee that Councilor had a chance to review the document within their confines and that no further discussion was necessary at this time.

B. Review the timetable of evaluation process for Committee and Town Council's Executive Sessions and make necessary amendments or corrections.

Mayor Pendleton provided an update to committee members regarding the updated timeline and noted that the evaluation process was on track and that each item to date had been completed ahead of schedule. A change was made to the schedule to regarding the personnel committees first draft due date which was moved to May 4, 2022.

5. Executive Session

At 11:16 a.m. Councilor Kozikowski made a motion to go into Executive Session for discussion and presentation of the Personnel Committee's evaluation of Town Manager, Michael Maniscalco and invited Scott Nolan, Clerk of the Council to join in Executive Session. The motion was seconded by Mayor Pendleton and it was approved by a unanimous voice vote **MOTION CARRIES.**

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Personnel Committee
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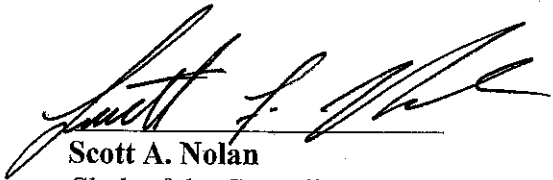
6. Miscellaneous

No report was given.

7. Adjournment

There being no more business to come before the meeting, Councilor Kozikowski made a motion to adjourn the Personnel Committee meeting at 11:25 a.m., which was seconded by Deputy Mayor King and it was approved by unanimous voice vote. **MOTION CARRIES.**

Respectfully submitted & attested,

A handwritten signature in black ink, appearing to read "Scott A. Nolan", is written over a horizontal line.

Scott A. Nolan
Clerk of the Council