

**PERSONNEL COMMITTEE  
TOWN OF SOUTH WINDSOR**

RECEIVED APR 11 2022  
@ 10:45am  
Deborah W. Budd, Asst

**Minutes**

**April 6, 2022**

**Virtual Meeting**

**1. Call Meeting to Order**

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

**2. Roll Call**

Members Present: Mayor Elizabeth Pendleton  
Deputy Mayor Steven King, Jr.  
Councilor Marek Kozikowski

Others Present: Scott Nolan, Clerk of the Council

**3. Adoption of Minutes (March 30, 2022)**

Deputy Mayor King made a motion to approve the minutes of the March 30, 2022 personnel committee meeting. Councilor Kozikowski seconded the motion, and they were approved unanimously.

**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 timeline and requested that Mr. Maniscalco's performance evaluation from 2021 be distributed to members of the committee.

**B. Review the most current evaluation document.**

Mayor Pendleton requested that a blank evaluation document be sent to committee members so that the formatting of the document can be reviewed. Mayor Pendleton also requested a self-evaluation document for Mr. Maniscalco's be distributed to him.

**C. Self-Evaluations (direct employees to complete a self-evaluation – receive responses before mid-May).**

Mayor Pendleton informed members of the committee that a self-evaluation form for Mr. Maniscalco would need to be distributed to him and due before mid-May.

**D. Identify timetable for review process for Committee and Town Council Executive Sessions).**

**MINUTES**

**Personnel Committee**

**Page 2**

**April 6, 2022**

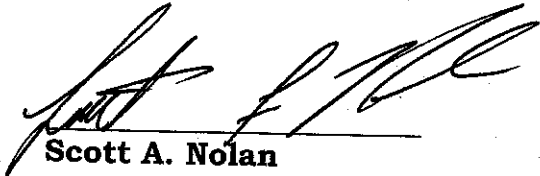
Mayor Pendleton informed members of the review process and the employee review responsibilities have been distributed to members and that members of the Town Council should be informed of the upcoming review of the Town Manager at the April 18, 2022, Town Council meeting.

**5. Executive Session**

**6. Miscellaneous**

**7. Adjournment**

Respectfully submitted,

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