

**Town of Mansfield  
Personnel Committee Meeting**

**Monday, January 27<sup>th</sup>, 2020  
Conference Room B  
Audrey P. Beck Municipal Building  
5:30 P.M.**

**Draft Minutes**

Members Present: Terry Berthelot (Chair), Ronald Schurin & David Freudmann  
Other Council Members Present: Mayor Toni Moran, Samuel Bruder (arrived at 5:36pm)  
Staff Present: John Carrington, Robert McCue, Noelle Shepard

Terry Berthelot called the meeting to order at 5:30 p.m.

1. PUBLIC COMMENT

Terry Berthelot closed public comment as no members of the public were in attendance.

2. APPROVAL OF MINUTES

David Freudmann motioned to approve the draft minutes for the December 16, 2019 meeting. Ron Schurin seconded the motion. Motion passed.

3. TOWN MANAGER SEARCH

Interim Town Manager John Carrington explained to the Committee that the Town had received good responses on the RFQ for the recruitment firm. John Carrington made a recommendation to the Committee to select Rutherford Advisors, Inc. David Freudmann motioned to appoint Rutherford Advisors, Inc., DBA the Executive Suite as the executive search firm to assist the Town Council with the Town Manager recruitment, and to authorize Interim Town Manager John C. Carrington to execute the attached professional services agreement with the firm. Robert T. McCue explained that Rutherford Advisors is willing to take advice. All in favor, motion passed unanimously.

4. AUDIO RECORDING

Interim Town Manager John Carrington explained that the Town has the ability to utilize an audio recorder for the Personnel Committee meetings and work with the IT Department. Ron Schurin expressed that as the Town is a public entity he supports transparency to the extent that it can possibly occur. Ron Schurin motioned from this point forward starting the next meeting February 24, 2020 to audio record all meetings of the Personnel Committee other than executive session and that these recordings will be retained in accordance with state legislation and practice. David Freudmann seconded the motion. Motion passed.

5. TOWN COUNCIL RULES OF PROCEDURE

Ron Schurin inquired whether the Committee would have the potential to reopen discussion on The Town Council Rules of Procedure in order to discuss the addition of the wording "amplification" to the public comment section as well as the removal of the four ceremonies before meetings. Ron Schurin motioned to

add to the agenda for the present meeting the removal of the four ceremonies. Terry Berthelot seconded. Consensus to add to the agenda for the January 27, 2020 meeting and discussion began. Motion to recommend to the Town Council to remove the subsection G of Rule 2 "Meetings" under the Town Council Rules of Procedure that describes the four ceremonies for select national holidays passed unanimously. Terry Berthelot explained that at the next Personnel Committee meeting, the other language in the Town Council Rules of Procedure would be looked at once again.

6. ADJOURNMENT

Terry Berthelot motions to adjourn meeting. David Freudmann seconded. Meeting adjourned at 6:04pm.

Respectfully submitted,  
Noelle Shepard, Human Resources