

**TOWN OF MANSFIELD  
PERSONNEL COMMITTEE**

**Monday, June 27, 2011  
Audrey Beck Municipal Building, Conference Room B  
Minutes**

Members Present: Deputy Mayor Toni Moran (Chair), Christopher Paulhus

Staff Present: Maria Capriola, Assistant to Town Manager, Matthew Hart, Town Manager

The meeting was called to order at 6:05 p.m.

**1. APPROVAL OF MINUTES**

The meeting minutes of 4/18/11 were moved as presented by Paulhus and adopted as presented by members present.

**2. ETHICS CODE**

The Committee continued reviewing the draft version of the Code and discussed the Ethics Board suggestions from May 5<sup>th</sup>. An overview of the discussion is as follows:

- Page 2, gift definition of “volunteer time” was discussed. The Committee opted to leave the definition as is.
- Page 5, 25-E. The Committee agreed to eliminate the last sentence.
- Page 5, 25-6C(1). Committee agreed to a few grammatical changes.
- Page 5, 25-6C(4). Discussion occurred. The Committee opted to leave the language as is.
- Page 5, 25-6(M). The Committee concurred to use the language recently recommended by the Town Attorney as follows, “No public official or employee may request, or authorize any other official or employee to request that a subordinate employee of the Town actively participate in an election campaign or make a political contribution. No public official or employee may engage in any political activity while on duty for the Town, or with the use of Town funds, supplies, vehicles or facilities.”
- Page 9, 25-8(I). The Committee concurred with the Ethics Board recommendation to have it read, “No complaint may be made under this Code except within two years of the date of knowledge of the alleged violation, but no more than four years after the date of the alleged violation.”
- The Committee thought it would be helpful to define “political activity.” What does “political activity” include/not include? This will be referred to the Town Attorney.

The Committee plans to present the draft ordinance to Council as whole for consideration in July.

**3. TOWN MANAGER’S PERFORMANCE REVIEW PROCESS & TIMELINE**

The Committee reviewed a draft timeline, process, and performance review instrument. The Committee asked Ms. Capriola to forward a timeline and outline of the process along to Council members on behalf of the Committee.

**4. COMMUNICATIONS**

The Committee received a copy of the draft Human Resources Ordinance which is required by the Charter. No action was taken.

The meeting adjourned at 7:12 p.m.

Respectfully Submitted,  
Maria E. Capriola, Assistant to Town Manager