

**TOWN OF MANSFIELD  
PERSONNEL COMMITTEE**

**Friday, October 21, 2011  
Audrey Beck Municipal Building, Conference Room B  
Minutes**

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

Staff Present: Maria Capriola, Assistant to Town Manager

The meeting was called to order at 8:15a.m.

**1. APPROVAL OF MINUTES**

The meeting minutes of 10/14/11 were moved as presented by Paulhus, seconded by Moran and adopted as presented; Kochenburger abstained from the vote.

**2. COUNCIL RULES OF PROCEDURE**

The Committee discussed changes and agreed by consensus to recommend the following:

- Rule 4a - Add a sentence clarifying that speakers (during public comment) may not yield their time to another speaker(s).
- Rule 7c/7e – Clarify language regarding motions to limit, extend, and close debate.
- Rule 7i – Revise language that only motions to adjourn may not be reconsidered.
- Rule 10 – Provide language that states when special meetings of the Council are scheduled on the fourth Monday of the month, Council office hours will not be held.

The Committee will review these draft changes at their next meeting. The Committee plans to submit its recommendations to the Council as a whole for the 11/14/2011 meeting.

**3. EXECUTIVE SESSION – Town Manager’s Performance Review**

Kochenburger moved, seconded by Paulhus to move into executive session. The Committee unanimously approved and entered into executive session at 9:00am; Committee members were the only people present at the executive session

The Committee came out of executive session and the meeting adjourned at 9:25 a.m. The next meeting of the Personnel Committee will be Friday, October 28<sup>th</sup>.

Respectfully Submitted,  
Maria E. Capriola, M.P.A.  
Assistant to Town Manager