

**TOWN OF MANSFIELD
PERSONNEL COMMITTEE
Thursday, March 19, 2012
Conference Room B, Audrey Beck Municipal Building
Minutes**

Members Present: Deputy Mayor Toni Moran (Chair), Denise Keane, Paul Shapiro

Other Council Members Present: Mayor Elizabeth Paterson, Peter Kochenburger

Staff Present: Matt Hart, Town Manager, Maria Capriola, Assistant to Town Manager, David Dagon, Fire Chief, Dennis O'Brien, Town Attorney

The meeting was called to order at 6:02p.m.

1. PUBLIC COMMENT

Ric Hossack, Middle Turnpike Road. Spoke in regards to the draft Ethics Code, particularly 25-7C(1) and 25-7G. Also spoke to DPW use of equipment and reclassification of non-union position.

Betty Wassmundt, Old Turnpike Road. Spoke in regards to the draft Ethics Code, gift provisions, financial disclosure, whistleblower protection, and 25-3 use of the phrase "personal gain."

Arthur Smith, Mulberry Road. Spoke in regards to the draft Ethics Code, specificity of the use of the terms "consultants"/"contractors", body of evidence, and damages.

2. APPROVAL OF MINUTES

The meeting minutes of 3/1/12 were moved as presented by Shapiro and seconded by Keane. The minutes were unanimously approved as presented.

3. RECLASSIFICATION OF NONUNION POSITIONS

Capriola, Dagon and Hart provided an overview of the classification analysis conducted for the Chief's administrative support position. Shapiro made the motion, seconded by Keane to, "Move, effective March 19, 2012, to endorse creating the classification of Administrative Analyst and setting the pay grade for the Administrative Analyst position at grade 12, salary range of \$22.17/hr-\$28.21/hr, of the town administrators pay plan." The motion passed with Moran and Shapiro voting in favor and Keane opposed.

Capriola provided an oral report on the reclassification review being conducted for the Parks and Sustainability Coordinator position. A recommendation and materials will be provided for the April meeting.

4. ETHICS CODE

No action was taken on the draft version of the Code since the Committee has not yet received a response from the Mansfield Board of Education (re: the referral on Code applicability to BOE employees). Various items were flagged for discussion at a future meeting:

- Recommendations from Council member Kochenburger
- Gift limit/value of gifts
- Body of evidence (25-8F)/rules of procedure
- 25-7C(2) as it pertains to MDP Board members disclosing potential conflicts of interest
- "Personal gain" used in 25-3

5. TOWN MANAGER PERFORMANCE REVIEW PROCESS

Moran discussed (sample) performance review instruments utilized for the CEO's of the Girl Scouts of America and the CT Permanent Commission on the Status of Women. She will distribute copies to the Committee. This item will be discussed further at the next Committee meeting.

The meeting adjourned at 7:18 p.m. The next meeting is scheduled for Monday, April 16, 2012.

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