

**TOWN OF MANSFIELD
PERSONNEL COMMITTEE**

**Thursday, June 4, 2012
Conference Room B, Audrey Beck Municipal Building
Minutes**

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

Other Council Members Present: David Freudman

Staff Present: Maria Capriola, Assistant to Town Manager

The meeting was called to order at 6:00 p.m.

1. PUBLIC COMMENT

None.

2. APPROVAL OF MINUTES

The meeting minutes of 4/16/12 were moved as presented by Shapiro and seconded by Keane. The minutes were unanimously approved as presented.

3. CLASSIFICATION OF NONUNION POSITION

Capriola provided an overview of the classification analysis conducted for the Revenue Clerk position. Shapiro made the motion, seconded by Keane to, "Move, effective June 18, 2012, to endorse creating the classification of Revenue Clerk and setting the pay grade for the Revenue Clerk position at grade 6, salary range of \$16.90/hr-\$20.27/hr of the town administrators pay plan." Shapiro accepted a friendly amendment from Moran to change the date in the motion to "June 4th." The friendly amendment to the motion was accepted. The motion passed unanimously as revised.

4. TOWN MANAGER PERFORMANCE REVIEW PROCESS/TIMELINE

Discussion occurred as to the performance review instrument that should be used for the FY 11/12 evaluation. A draft form will be prepared with the 40 +/- rating questions previously discussed, using a four-point rating scale. The Committee will involve Mr. Hart in preparing a form and process at future work sessions (June 11th, June 18th). The Committee would like to use components of a 360 degree evaluation process. Frequency of the 360 degree evaluations, participants in the process, and the facilitator for the process were discussed.

The meeting adjourned at 6:50 p.m. The next meeting is scheduled for Monday, June 11, 2012.

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