

**Personnel Committee
Monday, June 16, 2014
Council Chambers, Beck Municipal Building**

Minutes

Members Present: Toni Moran (Chair), Alex Marcellino, Elizabeth Wassmundt

Other Council Members Present: Paul Shapiro

Others Present: Maria Capriola, Matthew Hart

The meeting was called to order at 4:00pm.

1. PUBLIC COMMENT

None.

2. MINUTES

The minutes of June 3, 2014 were moved by Marcellino and seconded by Wassmundt. The minutes were unanimously approved as presented

3. RULES OF PROCEDURE

The following topics were discussed within the context of the Rules of Procedure:

- Use of electronic devices during Council meetings;
- Public submission of notes to Councilors during Council discussions;
- Cancellation of Committee meetings

Capriola reviewed the results of information gathered by the Connecticut Conference of Municipalities and Mary Stanton, Town Clerk regarding the practice of permitting (or not permitting) the use of electronic devices during Council meetings. With the exception of one community, all communities that responded permitted such use. Such use is generally deemed acceptable by municipalities if the devices are silenced and being used for business purposes.

By consensus the Committee agreed that the use of electronic devices by Council members is a personal choice. Written rules to govern such use are not needed. The Committee suggests that members using electronic devices during meetings limit electronic communications to matters of business. Several Committee members also noted that it is not appropriate for members of the public to bring notes to members of the Council (sitting at the table) while meetings are in progress.

In regards to cancelling Committee meetings, Moran stated a reason(s) should be noted when communicating about the cancellation(s) of meetings. It was agreed that consideration will be given to the cancellation of meetings (of a 3 person committee) if the minority party member is unable to attend.

The meeting adjourned at 5:15pm.

Respectfully submitted,
Maria E. Capriola
Assistant Town Manager, Town of Mansfield