

**Personnel Committee  
Monday, September 21, 2015  
Conference Room B, Beck Municipal Building**

**Minutes**

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

Other Council Members Present: Elizabeth Paterson, Paul Shapiro

Staff Present: Matt Hart, Maria Capriola

The meeting was called to order at 4:04pm.

**1. PUBLIC COMMENT**

None.

**2. APPROVAL OF MINUTES**

Marcelino made the motion, seconded by Moran to approve the minutes of 8/17/15 as presented. The motion passed unanimously with all members present at the time of the vote (Marcellino, Moran) voting in favor.

Marcelino made the motion, seconded by Moran to approve the minutes of 8/27/15 as presented. The motion passed unanimously with all members present at the time of the vote (Marcellino, Moran) voting in favor.

Marcelino made the motion, seconded by Moran to approve the minutes of 8/31/15 as presented. The motion passed unanimously with all members present at the time of the vote (Marcellino, Moran) voting in favor.

**3. ASSISTANT PLANNER CLASSIFICATION**

Hart and Capriola reviewed proposed changes to the Zoning Enforcement Officer job description to an Assistant Planner position. No action was needed from the Committee.

**4. FY 15/16 NONUNION COMPENSATION**

Hart reviewed the proposal to adjustments in non-union compensation and benefits for non-union staff for FY 15/16. Highlights included: discussion of a 2% general wage increase retroactive to July 1, 2015 and increases to the employee's contribution towards the health insurance premium (18% employee share for both the PPO and POE plans). Capriola provided information on health insurance benefits; Capriola disclosed that she is a non-union employee.

Marcellino made the motion, seconded by Wassmundt to "endorse the proposed recommendations to changes in compensation and benefits for non-union regular staff for FY 2015/2016 as presented and to recommend approval to the Town Council." The motion passed unanimously.

**5. STAFF REPORT/HR OPERATIONS UPDATE**

Hart and Capriola provided an update on HR Operations, more specifically:

- Recruitments
- Retirements
- Classification System
- Benefits
- Training and Development
- Labor Relations
- Policy Development and Compliance
- Risk Management

#### 6. EXECUTIVE SESSION

Marcellino made the motion, seconded by Wassmundt to enter into executive session per C.G.S. §1-200(6)(a) to discuss the Town Manager performance review; the Committee unanimously agreed. Committee members entered executive session at 5:22pm.

Committee members left executive session at 5:30pm.

Meeting adjourned at 5:30pm.

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