

**Personnel Committee  
Monday, October 19, 2015  
Conference Room B, Beck Municipal Building**

**Minutes**

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

Other Council Members Present: Paul Shapiro

Staff Present: Matt Hart, Maria Capriola (Town); Kelly Lyman (MBOE)

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

**1. PUBLIC COMMENT**

None.

**2. APPROVAL OF MINUTES**

Wassmundt made the motion, seconded by Marcellino to approve the minutes of 9/21/15 as presented. The motion passed unanimously.

**3. ETHICS CODE – MBOE APPLICABILITY AND GIFT PROVISIONS – UPDATE ON REFERRAL**

Jay Rueckl, Randy Walikonis, Kelly Lyman (Mansfield Board of Education) and John DeWolf (Ethics Board) joined the Personnel Committee for discussion on this item. Discussion occurred as follows:

- Jurisdiction and conflicting opinions from the Town Attorney and the Board of Education's attorney.
- Gift giving
  - Group gifts to staff, including value
  - Individual gifts to staff, including value
  - Restricting gift giving, pros and cons
  - Teaching gratitude and thanks to students
  - Enforcement of Code

The Town Council and Board of Education's differing opinions on jurisdiction and gift giving remain the outstanding issues on this topic.

**4. TOWN MANAGER FY 2015/2016 GOALS**

The Committee and Hart reviewed and discussed draft goals for the Town Manager for FY 2015/2016. Much discussion occurred on the new goal "organizational development." Moran will edit the draft document and submit a revised draft to the group. The focus of the goals will be on special projects and new initiatives.

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

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

- Recruitments
- Retirements

- Classification System
- Health Insurance
- Training and Development
- Labor Relations

## 6. EXECUTIVE SESSION

Wassmundt made the motion, seconded by Marcellino to enter into executive session per C.G.S. §1-200(6)(a) to discuss the Town Manager's employment agreement; the Committee unanimously agreed. Committee members entered executive session at 5:40pm.

Committee members left executive session at 5:45pm.

Meeting adjourned at 5:45pm.

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