

**Personnel Committee  
Monday, December 5, 2016  
Conference Room C, Beck Municipal Building**

**Minutes**

Members Present: Denise Keane, Toni Moran (Chair), Ben Shaiken

Staff Present: Matt Hart, Maria Capriola

The meeting was called to order at 5:30pm.

**1. APPROVAL OF MINUTES**

Shaiken made the motion, seconded by Keane to approve the minutes of 10/17/16 as presented. Motion passed unanimously.

**2. REGISTRAR COMPENSATION, 2017-2018 TERM**

Committee members reviewed and discussed options for Registrar and Deputy Registrar compensation for the 2017-2018 term. By consensus, the Committee agreed to recommend to the Council as a whole a 2.25% wage increase to the hourly rate of pay for Registrars and Deputy Registrars for the 2017-2018 term.

**3. FY 16/17 NON-UNION COMPENSATION & BENEFITS**

Hart provided an overview of his recommendation for compensation and benefit adjustments for non-union staff for FY16/17. More specifically, wages, health insurance, tuition reimbursement, the upcoming organization-wide classification and compensation study, and leadership development opportunities were discussed within the context of this agenda item.

**4. FY 16/17 TOWN MANAGER GOALS**

Hart presented an updated draft of his goals, dated 12/5/16. Modifications were discussed to the following goals as presented: economic and community development; organizational development and performance measurement; environmental sustainability; town-university relations. Shaiken made the motion, seconded by Keane, to recommend to the Town Council at its 12/5/16 meeting the FY16/17 Town Manager goals as amended. Motion passed unanimously.

**5. 2017 REGULAR MEETING SCHEDULE**

Shaiken made the motion, seconded by Keane to approve the 2017 regular meeting schedule as amended. Motion passed unanimously.

**6. STAFF REPORT ON ICMA CONFERENCE**

Hart and Capriola reported on the 2016 ICMA annual conference.

Meeting adjourned at 6:50PM. Following adjournment per §CGS 1-200(2) the Committee and staff met to discuss strategy and negotiations with respect to collective bargaining for units represented by CSEA.

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