

**Town of Mansfield
Personnel Committee Regular Meeting
Monday, January 26, 2026
Virtual Only**

DRAFT MINUTES

Members Present: Sam Bruder, Sarah Dufresne, Bill Tomecko, Antonia Moran (ex-officio)

Other Council Members Present: Chris Kueffner

Staff Present: Maria Capriola

CALL TO ORDER

Bruder called the meeting to order at 6:12 p.m.

1. PUBLIC COMMENT

None

2. APPROVAL OF MINUTES

Dufresne made the motion, seconded by Tomecko, to approve the minutes of the December 1, 2025 meeting as presented. Motion passed unanimously.

3. TOWN COUNCIL RULES OF PROCEDURE

Staff has been asked to follow-up with the Town Clerk on Rule 2H as follows: **The journal shall be authenticated for each meeting by the signature of the Mayor or Deputy Mayor in the absence of the Mayor.**

A typo was also identified to be corrected. The Rules will be tabled until the March meeting.

4. TOWN MANAGER PERFORMANCE REVIEW PROCESS AND INSTRUMENTS

The Committee is comfortable with the timeline for the process as presented.

Dufresne suggested reviewing past evaluation instruments prior to the next meeting to arrive at a reasonable number of questions for the 2026 instrument(s). Kueffner suggested increasing the number of 360 participants; the Committee will review the scope of participants at its next meeting.

5. CANCELLATION OF FEBRUARY 2026 MEETING

The Personnel Committee agreed by consensus to cancel the February 23, 2026 meeting.

ADJOURNMENT

Dufresne the motion, seconded by Tomecko to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 6:42pm.

Respectfully Submitted,
Maria Capriola
Chief of Shared Services and Administration