AGENDA

In accordance with Governor Lamont's Executive Order 7B and social distancing guidelines recommended by the CDC to slow community spread of COVID-19, this meeting is physically closed to the public. The public may listen to the meeting live by calling 1 929 205 6099 and using the access code 883 2186 4728. Additionally, an archive video recording of the meeting will be made available at https://mansfieldct.gov/video for 12 months. Public Comment will be accepted by email at hr@mansfieldct.org or by USPS mail at ATTN: Human Resources, 4 South Eagleville Rd, Mansfield, CT 06268 and must be received prior to the meeting (public comment received after the meeting will be shared at the next meeting).

Call to Order

1. Public Comment

2. Approval of Minutes
   • January 24, 2022

3. Old Business
   • Review of Town Council Rules of Procedure – Rule 2 (h)

4. New Business
   • Name change to “Personnel & Procedures Committee”
   • Discussion of Purpose/Responsibilities/Charge of committee

Adjournment
Town of Mansfield
Personnel Committee Meeting
Monday, January 24, 2022
Virtual Meeting – Zoom
5:30 P.M.

Draft Minutes

Members Present: Ronald Schurin (Chair), Brian Coleman, Terry Berthelot
Staff Present: Holly Schaefer, Kelsey Haddad, Ryan Aylesworth
Other Guests: Toni Moran

Ronald Schurin called the meeting to order at 5:30 p.m.

1. PUBLIC COMMENT
   Ronald Schurin closed public comment as no members of the public were in attendance or sent in
   their comments.

2. APPROVAL OF MINUTES
   Ronald Schurin asked for a motion to approve the draft minutes from the December 13, 2021 Special
   Personnel Committee meeting. Coleman so moved and Berthelot seconded. All in favor, motion
   passed.

3. OLD BUSINESS: OSHA ETS
   Schurin requested an update on the status. Town Manager Aylesworth reviewed the recent
   Supreme Court ruling that ruled against a federal mandate. Town staff continues to review with the
   labor attorney as different situations evolve with the pandemic. Coleman mentions that the State’s
   modified mask & vaccination mandate is scheduled to end effective February 15, 2022. Coleman
   also asks about what the financial impact is to the Town with engaging the labor attorney in
   discussions on this topic. Aylesworth explains that there is a low financial impact with the labor
   attorney involvement. Berthelot voices concern of the risks to the public if there are employees not
   vaccinated and potentially being exposed to the virus. No motion required on item.

4. NEW BUSINESS: REVIEW OF RULES AND PROCEDURES
   Schurin began the review of the Town Council Rules of Procedures by presenting Rule 2-h.
   Schurin stated that the minutes should include discussions and deliberations as the rule indicates,
   or the Personnel Committee should vote to change the rule of procedure. Coleman agreed.
   Berthelot disagreed mentioning that Robert’s Rules do not require this information be included.
   Schurin and Coleman voice that discussions and deliberations should be included in minutes to
   follow procedure as written. Moran suggests the policy be updated, as including, these items would
   require transcription. Coleman voiced concern that he has brought forth this topic in the past and it
   was not included in Town Council minutes.
   Berthelot motioned to change Town Council Rules in Section 2-h. There was no second. Motion
   failed.
   Schurin presented Rule 2-i, to the Committee for discussion. Substantive issues cannot be
   discussed via email unless there is a caucus.
   Schurin reviewed with Committee members Rule 3 – f that recurring old business items have an
   end date, is not something that is followed by the Town Council. Schurin moved to remove Rule 3-f
   entirely Berthelot seconded. All in favor, motion passed unanimously
The Committee also reviewed Rule 6-d and Rule 7-h. No motion made on these two items.

Schurin moved to change the name of the Personnel Committee to the Personnel and Procedures Committee. Coleman second. All in favor. Motion passed unanimously.
Coleman reintroduced the topic of meeting minutes including discussion and deliberations as currently written in the Rules and Procedures. Aylesworth presented the process of changing minutes and the Rules and Procedures with the Personnel Committee. Ultimately, it is the Town Council who will vote on Rule 2-h. Coleman suggests that all Council members take a class on Robert’s Rules, Schurin agreed. Aylesworth mentions either the possibility of CIRMA or CCM courses. Berthelot recommends reading Robert’s Rules and interpretations of the rules. Schurin suggests also training on FOIA.
Berthelot moved to adjourn the meeting, Schurin seconds.

5. ADJOURNMENT
Meeting adjourned at 6:32pm.

Respectfully submitted,
Kelsey Haddad, Human Resources
BE IT RESOLVED, that under the authority of Section C302 of the Town Charter, the Town Council of the Town of Mansfield does hereby establish its Rules of Procedure as follows. These rules are in effect for the term of office of the Council and shall be adopted at the organizational meeting. Procedural matters not covered by the Town Charter or these Rules of Procedure will be determined by the Mayor, or by the Deputy Mayor in the absence of the Mayor, in accordance with the most recent edition of “Robert’s Rules of Order, Newly Revised.” Ordinarily, the “In Brief” version of Robert’s Rules of Order, Newly Revised will be used.

Rule 1 – Organizational Meeting

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Rule 2 – Meetings

a) All meetings shall be held in compliance with the Connecticut Freedom of Information Act, Connecticut General Statutes sections 1-200, et seq.

b) The presence or electronic participation of five members of the Council is necessary for a quorum. Each Council member is asked to notify the Mayor or the Town Manager as soon as possible if the member expects to be absent.

c) Special Meetings of the Town Council may be called by the Mayor, or on the written request of at least three members of the Council, filed with the offices of the Town Manager and Town Clerk not less than 36 hours (excluding Saturday, Sunday, legal
holidays and any day on which the Office of the Town Clerk is officially closed) in advance of such meeting, which request must specify the date, time and business to be transacted at any such Special Meeting. The Town Clerk shall post a notice in the Office of the Town Clerk indicating the time, place and business to be transacted, and copies of this notice shall be served by mail or personally upon each Council member and the Town Manager or left at their usual place of abode at least twenty-four (24) hours prior thereto. The notice shall be placed on the Town’s website at least 24 hours prior to the meeting.

d) Emergency Special Meetings may be called by the Mayor or the Town Manager in case of an emergency with at least two hours’ notice given to Council members, without complying with the posting of notice requirement, but a copy of the minutes of every such Emergency Special Meeting shall be filed with the Town Clerk not later than 72 hours following the holding of such meeting in accordance with the Freedom of Information Act, C.G.S. section 1-225 (d).

e) Work Sessions are by definition of the Freedom of Information Act, Special Meetings of the Council. In order to preserve the informal and relaxed atmosphere that encourages exchange between members of the Town Council, town government and invited participants, Work Sessions will generally be held prior to the Regular Meeting. Work Sessions may be scheduled by the Mayor or by majority of vote of the Council. All requirements of the Freedom of Information Act that pertain to Special Meetings shall be observed for Work Sessions. Work Sessions will be held to discuss, review, research or explore topics for possible later action. No formal votes may be taken, except for a vote to go into Executive Session.

f) Joint meetings and hearings may be held with the governing bodies of other governmental entities or agencies and such joint regular or special meetings may be held in the jurisdiction of either body.

g) Ceremonial presentations to individuals or groups that may include refreshments, may be scheduled prior to the Regular Meeting time in accordance with the requirements of the Freedom of Information Act. A notice that the presentation will take place prior to the Regular Meeting will be included on the agenda for that meeting.

h) The Town Clerk is the Clerk of the Council and shall, in accordance with the Connecticut Freedom of Information Act, keep for public inspection minutes of all its proceedings, including all roll call votes and indicating deliberations, discussions and actions which shall be the official record of Council proceedings. **Members of the Council may submit to the Clerk for inclusion as a supplement to the minutes comments delivered at Council in deliberations and discussions leading to roll call votes.** The journal shall be authenticated for each meeting by the signature of the Mayor or Deputy Mayor in the absence of the Mayor. Notes from the meeting indicating all actions shall be available to the public within 48 hours after the meeting and the minutes shall be available and posted on the website within 7 days of the
meeting. **Tapes of the meeting shall be available within 7 days of the meeting and shall remain available for a minimum of ten years following the meeting date.**

i) The Freedom of Information Act prohibits a quorum of Council members from engaging in discussion about substantive Council business via email.

**Rule 3- Agenda of Council Meetings**

a) The Town Manager, in consultation with the Mayor, shall prepare the agenda

b) Unless altered by a two-thirds vote of the Council, the regular order of business shall be as follows:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Public Hearing (if scheduled)
5. Opportunity For Public to Address the Council
6. Report of the Town Manager
7. Reports and Comments of Council Members
8. Consent Agenda *(All consent agenda items are considered routine by Town Council and will be enacted by motion. There will be no separate discussion of these items unless a Council member requests an item be removed and considered separately.)*
9. Old Business
10. New Business
11. Reports of Council Committees
12. Departmental and Advisory Committee Reports
13. Petitions, Request and Communications
14. Future Agendas
15. Executive Session (if scheduled)
16. Adjournment

c) Prior to or during the discussion on each item on the agenda the Mayor may call upon the Town Manager, designated staff or other appropriate person for the purpose of background presentation of business to be discussed. Council members may address questions to these individuals.

d) Unless extenuating circumstances occur, the agenda and all supporting material shall be delivered to the Council not later than the Friday preceding each regular meeting of the Council.

e) Every effort will be made to ensure that copies of the agenda, minutes and related material distributed with the packet will be made available on the Town’s website no later than noon on the Friday preceding each regular meeting of the Council.

f) Recurring Old Business items shall have an end date to be determined by the Council.
Rule 4 – Public Participation

a) Regular Meetings and Special Meetings
The Town Council welcomes comments from the public. At this time, comments from the public will be limited to written statements. Members of the public who would like to make comments are encouraged to send written statements via US Postal Service to the Town Manager’s Office located at 4 South Eagleville Road, Mansfield, CT 06268 or via electronic mail to TownMngr@mansfieldct.org. If the mail is received after the Town Council packet is finalized and before 4:30 PM on the day of the Town Council Meeting, the member of the public’s comments could be read during the council meeting and/or distributed to the Town Council via email.

b) Public Hearings
Public hearings are an opportunity for members of the public to address the Town Council on a specific issue. Public comments may be presented orally or in writing. Written statements received by the Town Clerk prior to the public hearing will be noted on the record and distributed to Council members either in the packet or that evening. Both these letters and written statements presented by speakers during the public hearing shall become part of the minutes. All members of the public so speaking shall identify him/herself by name and address, and if the speaker is speaking for a group or organization, she/he may so state. Public comment at public hearings is limited to five minutes per speaker unless otherwise modified by the Council at the beginning of the hearing.

c) Work Sessions
Work Sessions are an opportunity for the Council, Town Government and invited participants to discuss issues. An opportunity for public comment, other than invited participants, may be set-aside either at the beginning or the end of the Work Session to hear from members of the public who have comments pertaining to the issue at hand.

Rule 5 – Decorum
All meeting participants including Councilors, members of the public and staff should confine their remarks to the substance of the issue at hand. Participants should avoid discussing personalities and not impugn the motive, character or integrity of any individual. The Town Council supports the right of a resident to criticize its local government, but this should be done appropriately and responsibly, with civility and discretion. All participants should address their remarks to the Mayor and maintain a civil tone. These rules of conduct shall also apply to all written correspondence.

Disorderly and disruptive conduct will be handled in accordance with Freedom of Information Act, C.G.S. Section 1-232.

Rule 6- Introduction and Public Hearing of Ordinances
a) Section C307 of the Charter of the Town of Mansfield provides that “All ordinances introduced by a member of the Council shall be in written form and shall be limited to one subject, which shall be clearly stated in the title.” A copy of the ordinance shall be filed with the Town Clerk who shall follow the procedures for copying, distribution and notice of the proposed ordinance set forth in Town Charter section C307.

b) Section C308 of the Town Charter requires that the Town Council shall hold at least one public hearing before any ordinance shall be passed. The Council may also hold more than one public hearing on a proposed ordinance prior to taking final action.

c) Prior to the Town Council scheduling a public hearing regarding a proposed ordinance, the Town Manager shall present a written fiscal impact analysis to the Council.

d) The Town Council may discuss a proposed ordinance but may not amend, adopt or reject it on the day the first public hearing is convened in accordance with Section 308 of the Town Charter. This provision may be suspended by a majority vote.

Rule 7- Motions

a) When a motion is made and seconded it shall be stated by the Mayor or the Town Clerk, if requested. If the motion is made in writing, it shall be read aloud prior to being debated. The motion so made and seconded will be in possession of the Council and subject to amendments or withdrawal.

b) Motions shall be reduced to writing when requested by the Mayor or by a majority of the whole Council.

c) When a motion is under debate, no further motion shall be received except to adjourn, to recess, to table, for the previous question, to limit, extend or close debate, to postpone to time certain, to refer to committee, to amend or to postpone indefinitely, which motions shall have precedence in the order indicated.

d) Motions to adjourn, to lay upon the table and for the previous question shall be decided without debate.

e) Motions to postpone to a definite time and to limit, extend or close debate at a specific time shall be decided without debate, except with respect to the time fixed, which shall be subject to amendment altering the time.

f) Motions to refer, to postpone indefinitely or to amend shall be debatable, but only with respect to such a referral, postponement or amendment, and not with respect to the subject matter of the main motion.

g) Any amendment must be germane to the motion.
h) Motions to table, to postpone to time certain or to postpone indefinitely, once having been decided, shall not be reconsidered at the same meeting, whereas a motion to refer a matter to a committee can be reconsidered only at the meeting of the vote. Any other motion can be reconsidered only at the same or next succeeding meeting of the Council.

i) Any motion to reconsider shall be in order only upon motion by a member participating in the prevailing vote of the original motion. Motions to adjourn or to reconsider the previous question shall not be reconsidered.

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