Draft Minutes

Members Present: Ronald Schurin (Chair), Brian Coleman and Terry Berthelot
Staff Present: Holly Schaefer, Kelsey Haddad, Ryan Aylesworth, Tasha Smith
Other council members present: Toni Moran

Ronald Schurin called the meeting to order at 5:31 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 January 24, 2022 Personnel Committee meeting. Brian Coleman so moved, and Ronald Schurin seconded. All in favor, motion passed unanimously.

3. AGENDA ITEMS: TOWN COUNCIL RULES OF PROCEDURE
   Ronald Schurin discussed the differing opinions on amending rule 2-h, stating that he prefers to maintain and comply with the current language. Ronald Schurin moved to amend rule 2-h stating, “The Town and the clerk of the council shall in accordance with the Freedom of Information Act will keep, for public inspection, minutes for all its proceedings including all role call votes and indicating action which shall be the official record of Town Council proceedings.” Thus, eliminating the words “deliberation and discussions.” Schurin continued, “Members of the council may submit to the clerk for inclusion as supplement to the minutes comments delivered in council in discussion and deliberations leading to role call votes. The journal shall be authenticated for each meeting…” “the tape of council meeting should be available from7 days there after.” Schurin so moved to approved proposal. No second. Motion failed.
   Colman stated that he wants to maintain and enforce the Rules of Procedure as they stand now. Colman then shared his screen to discuss Article 10 of Robert’s Rules. The committee discussed what is required in the minutes by the FOIA versus what is Town policy. Schurin suggested that Council members include their comments, views, etc. within council packets. Moran voiced concerns that this could be burdensome on council members. Berthelot voiced concern that this may distort the historical record of the processes.

4. NEW BUSINESS - COMMITTEE NAME CHANGE & CHARGE
   Schurin discussed proposed renaming of the Personnel Committee and reads original responsibilities of the committee. The Personnel Committee is currently advisory. Aylesworth reviewed charter document and proposed adjustments. Coleman requested history on Town Manager evaluation procedures. Schurin provided insight to recent evaluation. Schurin suggests members bring notes on
Town manager evaluations to the next meeting for discussion. Schurin and Moran discussed the Personnel Appeals Board and the lack of use of this function. Berthelot recommends having staff review the current Non-union grievance procedure. Schurin requested motion to adjourn. Berthelot so moves, Coleman seconds. Motion passed.

5. ADJOURNMENT
Meeting adjourned at 6:17pm.

Respectfully submitted,
Kelsey Haddad, Human Resources