Members Present: Ronald Schurin (Chair), Brian Coleman and Terry Berthelot
Staff Present: Holly Schaefer, Kelsey Haddad, Ryan Aylesworth
Other council members present: Toni Moran
Other in attendance: Kevin Deneen (Town Attorney)

Ronald Schurin called the meeting to order at 6:01 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 February 28, 2022 Personnel Committee meeting. Terry Berthelot so moved, and Ronald Schurin seconded. All in favor, motion passed unanimously.

3. AGENDA ITEMS: CHARGE OF THE COMMITTEE
   Schurin presented the topic of the charge of the committee. Kevin Deneen discussed the Town charter in relation to the Personnel Committee. Aylesworth discussed the Town Manager evaluation process and Moran provided history on these evaluations, including that the Town Council decides to have the Personnel Committee conduct the evaluation. Deneen suggested different wording for this responsibility. Coleman requested clarification on dates of Town Manager evaluations, Moran provided insight, stating that Town Manager evaluations are conducted in May in preparation for Fiscal Year budgeting. Berthelot suggested adding the evaluation topic to the next agenda.
   Coleman suggested adding Diversity and Equity to Personnel Committee charge. Berthelot deferred to Human Resources, as Human Resources will bring Diversity and Equity issues to the committee. Schurin questioned, Moran discussed difference in making policy versus administering it. Coleman suggested a review of this process.
   Schurin suggested presenting a revised copy of charge to the Town Council after the next meeting. Berthelot and Moran suggested eliminating the final bullet point of professional development.
   Coleman questioned Town Manager evaluation design process and Berthelot explained that the Personnel Committee designs the evaluation. Berthelot so moved to adopt the motion as amended, Coleman seconded. All in favor, motion passed.

4. NEW BUSINESS - PERSONNEL APPEALS BOARD
   Schurin presented the history of the Personnel Appeals Board. Schaefer discussed lack of use of the Board over the past several years. Berthelot
explained process to unappoint members, suggested not appointing new members. Schurin and Coleman voiced concern in appointing members after grievance has been issued. Committee and Deneen discussed setting terms of service. Berthelot asked that Schaefer prepare proposal.

NEW BUSINESS - ADVANCED HIRING OF COMMUNITY SERVICES COORDINATOR

Members discussed the proposal of an advanced hiring process for a new position, Community Services Coordinator. Aylesworth expanded upon the duties and needs of the position. Members discussed changes to the “requirement” section of the job description. Coleman proposed amendment to the motion, “Move, effective March 28, 2022 for Council Consideration a full time Community Services Coordinator in Planning and Development starting on May 1, 2022, two months in advance.” No second, motion failed. Berthelot moved, “effective March 28, 2022 to endorse hiring a full time Community Services Coordinator in the Planning and Development Department starting on May 1, 2022, two months in advance.” Schurin seconded. Coleman opposed. Motion passed. Coleman moved to adjourn the meeting, Berthelot seconded. All in favor, motion passed.

5. ADJOURNMENT
Meeting adjourned at 6:58pm.

Respectfully submitted,
Kelsey Haddad, Human Resources