Members Present: Ronald Schurin (Chair), Terry Berthelot
Staff Present: Holly Schaefer, Kelsey Haddad, Ryan Aylesworth, and David Proulx
Other council members present: None

Ronald Schurin called the meeting to order at 6:00 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
   Terry Berthelot brought up some questions regarding the PAB topic from the previous month’s meeting. She requested that Holly Schaefer reach out to the Committee on Committees to ask about staff member appointments to the PAB.

   Post these comments Ronald Schurin asked for a motion to approve the draft minutes from the April 25, 2022 Personnel Committee meeting. Terry Berthelot so moved, and Ronald Schurin seconded. All in favor, motion passed unanimously.

3. OLD BUSINESS:

   **PERSONAL APPEALS BOARD**
   See notes from Approval of Minutes.

   **TOWN MANAGER EVALUATION SCHEDULE**
   Ryan Aylesworth presented a question with regards to evaluation questions being emailed. Terry Berthelot rejects.

   Ronald Schurin suggests that Ryan Aylesworth complete his self-evaluation for the next Town Council meeting on June 13, 2022.

   Ryan Aylesworth suggests using a 4 point scale on the performance evaluation as that will force reviewers to not simply rely on selecting the middle of the road rating for each competency area. Ronald Schurin agrees.

   Schurin presented a document with a proposed schedule for Town Manager Evaluations to the group, who then worked the document and decided upon better working dates based around schedules, vacations and holidays during the timeline. New dates are selected. Holly Schaefer to update/edit the new schedule for the group.
ADJOURNMENT
Meeting adjourned at 6:42 pm.

Respectfully submitted,
David Proulx, Human Resources