Draft Minutes

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

Ronald Schurin called the meeting to order at 6:03 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 May 23, 2022 Personnel Committee meeting. Terry Berthelot so moved and Ronald Schurin seconded. Brian Coleman abstained, as he was not in attendance. All in favor, motion passed unanimously.

3. OLD BUSINESS: TOWN MANAGER EVALUATION
   The Committee reviewed the Town Manager evaluation tool. Several modifications were suggested, discussed and adopted. Brian Coleman requested that the Council receive an overview of the town’s Emergency Preparedness Plan. Moran expressed a concern that some aspects of this plan may be confidential. Schurin suggested changing the question to state, “effectively responds to emergencies.” Coleman supported this question. There was subsequent discussion regarding wording and placement of this question. Regarding a question concerning recruitment of staff, Schurin and Berthelot expressed concerns on how to evaluate recruiting/hiring practices. Ryan Aylesworth suggested that he could provide periodic updates on recruitments and new hires. Schurin will present copy of evaluation to Town Council by 7/11/22.

NEW BUSINESS: AIS FOR COLA FOR NON-UNION EMPLOYEES
   Schurin introduced the new discussion topic of a Cost of Living Adjustment for approximately 40 non-union employees. Discussion centered around inclusion of the Town Manager in the list of nonunion staff receiving the Cost of Living Adjustment. Berthelot moved, effective July 1, 2022 to endorse a 2.5% general wage increase, thus affecting compensation for non-union regular staff for FY 2022/2023, and to recommend approval of the Town Council. Coleman seconded. All in favor. Motion passed unanimously.

Schurin asked for motion to adjourn the meeting. Berthelot moved to adjourn the meeting. Coleman seconded. All in favor. Motion passed.

ADJOURNMENT
   Meeting adjourned at 6:47 pm.
Respectfully submitted,
Kelsey Haddad, Human Resources