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

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 June 23, 2022 Personnel Committee meeting. Brian Coleman so moved and Terry Berthelot seconded. All in favor, motion passed unanimously.

3. **OLD BUSINESS: COMMITTEE CHARGE**
   The committee discussed the Personnel & Procedures Committee charge as it was recently brought before the Town Council. The Council suggested that the charge in its current version encompasses too many duties. Moran gave history of Personnel Committee’s involvement. Schurin questioned the Committee’s involvement in CBA review. Aylesworth clarified that the full Town Council provides feedback. Moran stated that the Committee can advise the Town Manager on Personnel matters. Coleman suggested that the Personnel & Procedures Committee charge should be added to a future Town Council agenda for discussion.

**NEW BUSINESS: DISCUSSION OF NEW POSITION**
Moran and Berthelot questioned the difference between the Community Assistance Coordinator position and the proposed ARPA funded Grant Coordinator position. Aylesworth explained that the ARPA funded Grant Coordinator position would handle reporting duties after funds are received. Berthelot expressed concerns with difficulty of retaining qualified candidates with a short term position. Berthelot suggested requiring a Bachelor’s degree for this role. Aylesworth suggested that adequate Financial Department support would be needed.
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 6:28pm.

Respectfully submitted,
Kelsey Haddad, Human Resources