

## AGENDA

In accordance with Governor Lamont's Executive Order 7B and social distancing guidelines recommended by the CDC to slow community spread of COVID-19, this meeting is physically closed to the public. The public may listen to the meeting live by calling **872-240-3311** and using the access code 519-076-469. Additionally, an archive video recording of the meeting will be made available at <https://mansfieldct.gov/video> for 12 months. Public Comment will be accepted by email at [hr@mansfieldct.org](mailto:hr@mansfieldct.org) or by USPS mail at ATTN: Human Resources, 4 South Eagleville Rd, Mansfield, CT 06268 and must be received prior to the meeting (public comment received after the meeting will be shared at the next meeting).

### Call to Order

1. Public Comment
2. Approval of Minutes
  - January 25, 2021
3. Old Business
  1. None
4. New Business
  1. Review of process for Town Manager's Six Month Performance Review (June, 2021)

### Adjournment

**Town of Mansfield  
Personnel Committee Meeting  
Monday, January 25, 2021  
Virtual Meeting – GoToMeeting  
5:30 P.M.**

**Draft Minutes**

Members Present: Terry Berthelot (Chair), Ronald Schurin & David Freudmann  
Other Council Members Present: Mayor Toni Moran (arrived at 5:57pm)  
Staff Present: Ryan Aylesworth, Holly Schaefer, Charmaine Bradshaw-Hill, Noelle Shepard

Terry Berthelot called the meeting to order at 5:33 p.m.

1. PUBLIC COMMENT

Terry Berthelot closed public comment as no members of the public were in attendance or sent in their comments.

2. APPROVAL OF MINUTES

Terry Berthelot asked for a motion to approve the draft minutes from the November 16, 2020 Personnel Committee meeting. Ron Schurin so moved, and David Freudmann seconded. All in favor, motion passed unanimously.

3. OLD BUSINESS: CONSENT AGENDA

Holly Schaefer, Director of Human Resources, provided the Committee with an overview of the documents included in the packet regarding the consent agenda. David Freudmann asked about the purpose of a consent agenda. Ryan Aylesworth, Town Manager, provided an explanation. David Freudmann left the meeting at 5:48pm. Ron Schurin made a motion to add to the Town Council regular order of business Item 7 Consent Agenda with the provision that if any council member requests that an item be moved off the consent agenda that that item be picked up directly after the consent agenda or placed later on in the agenda at the discretion of the chair of the meeting. Terry Berthelot seconded the motion and clarified that the motion was a recommendation to Town Council. Motion passed.

4. NEW BUSINESS: REVIEW OF ORGANIZATIONAL CHANGES FOR THE FINANCE DEPT

Holly Schaefer, Director of Human Resources, presented an overview of the changes in the Finance Department to the Committee. She explained that the changes are head count neutral and have the opportunity to be budget neutral. Ryan Aylesworth, Town Manager, explained that both Holly Schaefer and Charmaine Bradshaw-Hill, Director of Finance, presented the changes to him and that he is in full support of their ideas and is happy to see it moving forward. Ron Schurin asked Charmaine Bradshaw-Hill to explain briefly what the Budget Analyst is responsible for and what the Budget Manager would be responsible for. Charmaine Bradshaw-Hill, Director of Finance, provided an explanation. No motion required on item.

5. ADJOURNMENT

Terry Berthelot asked for a motion to adjourn meeting. Ron Schurin so moved, and Terry Berthelot seconded the motion. Meeting adjourned at 6:10pm.

Respectfully submitted,  
Noelle Shepard, Human Resources