

**Town of Middlebury
Personnel Committee
Tuesday, September 8, 2020**

NOTE: Due to the need for separation to prevent the spread of COVID-19 virus, the meeting was held remotely via video conferencing with participants.

Draft Meeting Minutes

Attending the Meeting: Selectboard Committee Members Dan Brown, Victor Nuovo and Brian Carpenter. Town Manager Kathleen Ramsay. Police Chief Tom Hanley. Assistant Town Manager Chris English.

Call to Order. Dan Brown called the meeting to order at 1 p.m.

Approval of Agenda. Brian Carpenter moved that the Committee approve the agenda as presented. The motion was seconded by Victor Nuovo and approved by the Committee.

Approval of Meeting Minutes of January 21, 2019. Brian Carpenter moved that the Committee approve its Meeting Minutes of January 21, 2019 as presented. The motion was seconded by Victor Nuovo and approved by the Committee, with Brian Carpenter noting that the minutes accurately reflect his recollection of meeting, as he was the only member of the Committee in attendance, as Laura Asermily has left the Selectboard.

Tom Hanley, Police Chief, Request for Staffing Adjustment – Creating a 4th Sergeant Position.

Chief Hanley reviewed his July 27, 2020 memo outlining his request for a 4th sergeant position with the Committee.

As detailed in Chief Hanley's memo,

The onset of the 12-hour shift schedule has allowed us to re-organize the department into 4 "squads" of 2 officers and a supervisor. Each sergeant then has two officers assigned to him, and they work the same schedule. Creating a 4th sergeant position DOES NOT increase staff size. The promotion/ appointment comes from existing staff. This will allow every officer to have an assigned supervisor. Each supervisor, in turn, reports directly to me. It eliminates voids in supervision and oversight and improves accountability. On the occasion of a supervisor being away on leave, the on-call supervisor will assume oversight.

After Chief Hanley responded questions about the proposal from the Committee, Brian Carpenter moved that the Personnel Committee recommend creating a 4th sergeant position in the Police Department. Victor Nuovo seconded the motion, which was approved by the Committee.

Other Business. None

Adjourn. At 1:14 p.m., Brian Carpenter moved that the Committee adjourn and Victor Nuovo seconded the motion, which was approved by the Committee.

Respectfully Submitted,

Kathleen Swington Ramsay
Town Manager

DRAFT