



HR Committee Meeting
August 27th, 2026 @ 1:00 pm
VIA Conference Call & Town Hall
141 Main St, Townsend, DE 19734

1:00 p.m. HR Committee Meeting

- I. Call to Order: Approximately 1:07pm.
- II. Opening Ceremonies
 - a. Roll Call: Mayor Lobdell, CM Sharif, TM Goodyear, TC Gallagher, & Chief McCloskey.
 - b. Pledge of Allegiance: None.
 - c. Recognition of Visitors: None.
 - d. Announcements: None.
- III. Citizens Comments & Participation
 - a. None.
- IV. Adoption of Agenda.
 - a. *All agreed to adopt the agenda as written.*
- V. Approval/Rejection of Meeting Minutes.
 - a. ACTION ITEM: Approval/ Rejection of HR Committee Minutes from the June 18th, 2026 Committee Meeting.
 1. *All agreed to approve the HR Committee Meeting Minutes from the June 18th, 2026, Committee Meeting.*
- VI. **ACTION ITEM:** Discussion and review of Survey Results of Volunteer Time as an Employee Benefit.
 - a. TM Goodyear shared her staff survey results from the VTO as an employee benefit. She explained that other companies provide volunteering opportunities as a perk of employment and believes that Town employees are considered public servants and would like to use this as a way for them to serve.
 1. Chief McCloskey shared that he would have to investigate this for the police department due to them being a State Service- It may not be allowed for them.



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2. Mayor Lobdell asked if the VTO is only allowed to be used during work time or if it can be used after hours too.

I. TM Goodyear explained that her intentions are it can be for any day or time, the employee would be paid for their efforts with a cap of 16 hours a year.

3. *All agreed to look into the drafted policy and will discuss it further at the next HR meeting.*

VII. ACTION ITEM: Discussion and review of Paid Time off Allotments for Townsend Police Department.

a. Chief McCloskey presented a PD comp time request which would allow officers that work overtime to receive comp time at a time and a half rate. He said that the only other alternative to this is being paid overtime and that it is standard practice within the Police Community.

1. TM Goodyear asked what the PD's typical comp time average is.

I. No exact answer from Chief McCloskey.

II. TM Goodyear expressed that she worries about the additional time being abused and having such a small staff for coverage.

2. CM Sharif asked who would be managing the comp time.

I. Chief McCloskey explained that he would be managing the comp time.

3. TM Goodyear suggested Chief McCloskey create a draft policy with a set of rules and standards to share with the committee at the next HR meeting for further discussion.

I. *All agreed.*

VIII. Ongoing Business Updates.

a. None.

IX. Discussion of future agenda items.



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a. None.

X. Discussion regarding next meeting dates.

a. *All agreed to meet on September 17th at 1pm.*

XI. Adjournment.

a. *All agreed to adjourn the meeting.*

1. *Meeting adjourned at approximately 2:11pm.*