



# *Town of Simsbury*

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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## **SIMSBURY BOARD OF SELECTMEN**

**Special Meeting - AMENDED – August 20, 2021 – 12:00 PM**

**Virtual Format Only**

### **PLEDGE OF ALLEGIANCE**

### **PUBLIC AUDIENCE**

- Email [townmanager@simsbury-ct.gov](mailto:townmanager@simsbury-ct.gov) by 8:00AM on Friday, August 20, 2021 to register to address the Board of Selectmen live through Zoom
- Written comments will not be read into the record, but forwarded to all Selectmen via email

### **SELECTMEN ACTION**

- a) Discussion and Action Regarding Measures to Mitigate the Spread of COVID-19
- b) Recommended Appointment of Interim Town Clerk

### **ADJOURN**



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## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Recommended Appointment of Interim Town Clerk
2. **Date of Board Meeting:** August 20, 2021

3. **Individual or Entity Making the Submission:**

Maria E. Capriola, Town Manager

*Maria E. Capriola*

4. **Action Requested of the Board of Selectmen:**

If the Board of Selectmen supports the recommendation from the Town Manager, the following motion is in order:

*Move, effective August 28, 2021, to appoint Carolyn Keily to the position of Interim Town Clerk until the date upon a new permanent Town Clerk officially begins work in Simsbury.*

5. **Summary of Submission:**

As you know, Ericka Butler is resigning from service. Her scheduled last day of work is August 27<sup>th</sup>. A recruitment for her replacement has been initiated, but it will not be completed prior to her resignation from service. As a result, the appointment of an Interim Town Clerk is critical to ensure stability for the Town during the staffing transition.

I am recommending the appointment of Carolyn Keily as Interim Town Clerk. Ms. Keily retired as the Simsbury Town Clerk on July 1, 2016 after having served in the role since 1990. Prior to being Town Clerk she previously serves as Assistant Town Clerk since February 1984.

Given that the Charter is silent regarding interim appointments of department heads, I previously consulted with the Town Attorney on the matter in 2018. The Town Attorney suggested that for an interim appointment of a department head that I follow a process similar to the appointment of a permanent department head as outlined in the Charter. Therefore, I have submitted this recommendation to the Board of Selectmen.

6. **Financial Impact:**

None

7. **Description of Documents Included with Submission:**

None