



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## Review of Appointment Process of Unaffiliated Voters Workgroup

Monday, August 6th

5:30 PM

Board of Education Conference Room, Town Hall, 933 Hopmeadow Street

**(Please Note Location Change)**

### AGENDA

Call to Order

- 1) Approval of July 2nd, 2018 meeting minutes
- 2) Review of Progress Report presentation to be presented to Board of Selectmen at August 13<sup>th</sup>, 2018 meeting
- 3) Next steps

Adjournment





# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## Review of Appointment Process of Unaffiliated Voters Workgroup

Monday, July 2nd, 2018

Meeting Room 103, Town Hall, 933 Hopmeadow Street

### MINUTES – “Subject to Approval”

Members Present: First Selectman Eric Wellman, Mike Paine

Staff Present: Maria Capriola, Ericka Butler, Tom Fitzgerald

The meeting was called to order at 5:37 pm

#### Review of Minutes:

Motion to approve the minutes from June 18<sup>th</sup> meeting made by Selectman Mike Paine, the motion was seconded by First Selectman Eric Wellman. All were in favor, motion passed.

#### 1) **BOS agenda submission forms regarding attachments for appointment recommendations, i.e. bios, volunteer submission forms, etc.**

Town Clerk Ericka Butler started by asking the workgroup's thoughts about providing the volunteer submission form in the Board of Selectmen packets as an attachment to appointment recommendations. This would allow Selectmen to review the background information on potential board and commission members, thus allowing a more informed decision.

#### 2) **Introduction/Informational page leading into Board/Commission database- explanation of appointment process**

The draft introduction page included in the Group's packet was discussed. The steps of the current process were presented as the introduction page. This page would be seen by people interested in serving on a board or commission and allow them to learn of the steps that it takes to be appointed. Selectman Mike Paine mentioned having regular meetings, as well as special meetings, posted on the pages of boards and commissions so interested people will know when that board regularly meets. The pages should also note that there may be times not listed that a special meeting is needed. First Selectman Eric Wellman mentioned, and Selectman Paine agreed, that the more concise the information is presented the better it would be.

#### 3) **Volunteer Submission Form confirmation message.**

Ericka Butler mentioned that the current confirmation message that someone receives is vague, and can be changed to whatever the Town would like to put there. First Selectman Wellman mentioned he would like the contact information of who to contact (town

committee chairs) included in that message. There was group discussion on what everyone would like to be included in the message.

**4) Advertising board/commission vacancies.**

The workgroup discussed ways to advertise vacancies on boards and commissions. First Selectman Wellman discussed putting vacant positions in his First Selectman's Report to be read at Board of Selectmen meetings. The group also mentioned making separate advertisements through the "News and Announcements" function on the Town website to allow subscribers to be notified. The workgroup also mentioned making these announcements a few months before a term is ending so recruitment to fill the soon to be vacant seat is filled on time.

**5) Resignation letters/acceptable formats**

Currently any resignation from a board or commission requires an original, signed letter filed with the Town Clerk's Office. The group recognizes the time this takes for people who have to resign and may not be able to do the needed steps during normal business hours. Creating a fillable, online form that people can submit from their computers at any time of day helps everyone involved in the process. The workgroup liked this idea and will continue developing the wording that should be used on the form.

**6) Appointment letter/member contact information**

Town Clerk Ericka Butler talked about moving the current appointment letter to an electronic format instead of a physical letter. This would be faster to produce, and by emailing the letter the recipient would receive it faster, as well as save the Town postage costs. Transitioning from physical mail to an electronic letter was liked by all in the workgroup. The letters would now also ask new appointees for their contact information that will be maintained in the centralized database managed by the Town Clerk's Office. Staff will also work to create a fillable, online form for the conflict of interest statements.

**7) Next steps**

Town Clerk Ericka Butler and Graduate Student Intern Tom Fitzgerald are going to prepare a presentation for the full Board of Selectmen meeting on August 13<sup>th</sup>. The presentation will cover what the workgroup has been discussing and some of the improvements to the current process.

The meeting adjourned at 7:06 pm.

Respectfully Submitted,  
Thomas S. Fitzgerald  
Graduate Student Intern to the Town Manager's Office  
Town of Simsbury

# Review of Appointment Process of Unaffiliated Voters Workgroup

Progress Report

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PRESENTED BY:  
ERICKA L. BUTLER, TOWN CLERK

## PURPOSE OF WORKGROUP

- This work group was created on March 26, 2018. Members include First Selectman Eric Wellman and Selectman Mike Paine.
- The group is tasked with researching and benchmarking how other communities recruit and appoint unaffiliated voters to appointed committees, commissions, and boards in an effort to be more inclusive and increase participation and access to our government.

## CURRENT APPOINTMENT PROCESS

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- The Board of Selectman receives recommendations for appointments from the Democratic and Republican Town Committees.
  - **Expired Terms** - Prior to terms expiring, the Town Clerk sends list of expiring terms to the Town Committees.
  - **Vacancies** - When a position becomes vacant prior to the term expiring, it must be filled by someone affiliated with the same political party; Town Committees receive notice from the Town Clerk when a position becomes vacant.

## AFTER APPOINTMENT IS MADE

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- Town Clerk receives notifications of appointments made
- Database is updated
- Appointment letters are prepared & mailed along with Conflict of Interest Form and FOI Information Sheet
- Member submits Conflict of Interest Form to Town Clerk and gets sworn in before attending first meeting
- If a member chooses to resign they must submit a signed original letter to the Town Clerk
- Town Clerk submits notice of resignation to the Board of Selectmen; Board of Selectmen acknowledges resignation
- Town Clerk sends resignation acknowledgement letter to the former member

## CURRENT PROCESS & UNAFFILIATED VOTERS

- Unaffiliated voters are not being noticed when terms are expiring; when terms expire, the positions are open to all voters
- Unaffiliated voters are currently reliant on being recommended by the Town Committees
- An Unaffiliated voter can submit a volunteer submission form, but these are also sent to the Town Committees; there is currently no one accepting, reviewing & possibly interviewing volunteer forms from unaffiliated voters other than the Town Committees

## WHAT ARE OTHER TOWNS DOING?

- Town of Windsor
  - Explanation of appointment process on website
  - Consistent webpage profiles for Boards/Commissions
  - All recommendations must be submitted with application (this includes new appointments & reappointments)
  - All those recommended are interviewed by personnel committee (this includes party recommendations and unaffiliated voters)
  - Personnel committee then passes along qualified candidates to the appointing authority to make final decision
- Town of Bloomfield
  - Committee on Committees
  - Interest Form

## FINDINGS & PROCESS IMPROVEMENTS

- List of expiring terms & any vacancies to be posted on Town's website under "News & Announcements"
- [Cover page](#) before entering Board/Commission database with explanation of appointment process
- Consistent webpage profiles for Boards/Commissions-i.e. list of members, meeting schedules, minutes, agendas, purpose, current vacancies, staff contact, etc.
- All recommendations to the Board of Selectmen must be accompanied by Volunteer Forms, bios, resumes etc.
- [Follow up email](#) from Town Clerk once Volunteer Form received

→ see attached (# 1)

→ see attached (# 2)

## FINDINGS & PROCESS IMPROVEMENTS

- Resignation process is outdated
  - Electronic submissions: [Online Form](#)
- Oaths & appointed members
  - Electronic acknowledgement form:
  - Electronic Conflict of Interest form: [Online Form](#)
- Appointment letter process & resignation acknowledgement process are cumbersome
  - Electronic Appt. Letter: [Email Template](#)
  - Electronic Resignation Acknowledgement Letter: [Email Template](#)
- Board/Commission database is not being utilized to its full capacity
- Centralized location of board/commission member contact info

→ see attached (# 3)

→ see attached (# 4)

→ see attached (# 5)

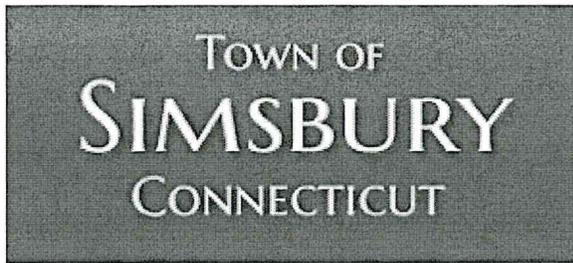
→ see attached (# 6)

## NEXT STEPS

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- Implementing new electronic forms
- Discussion regarding process of vetting Unaffiliated Voters for appointments
- Designing & creating template for uniform Board/Commission profile pages on Town's website

Cover Page  
(# 1)



Published on *Simsbury CT* (<https://www.simsbury-ct.gov>)

[Home](#) > [Government](#) > [Town Clerk](#) > Board & Committee Information System

## Board & Committee Information System

### Welcome to the Town of Simsbury's Board & Committees Information System

To view the Town of Simsbury's current Boards & Commissions, as well as members and terms, please access the database [here](#).

If you are interested in serving on one of the Town's boards/commissions, please see below.

#### Getting Started

1. **Identify boards and commissions of interest.**

[See here for a list of boards and commissions.](#) Click on a board/commission to read more about it in order to identify which board/commission you would be interested in. Be sure to check the [meeting calendar](#) to determine how often and when the board/commission meets. Becoming a board/commission member is a commitment. Choosing a board/commission that is of interest to you and is one whose meeting schedule fits your schedule will help you remain an active participant.

2. **Filling a vacancy.**

Check to see if there is a vacancy on the board/commission of your interest. [View current vacancies here.](#) **Please note:** Per Chapter VI Section 603 of the Town Charter, if a seat is vacated in the middle of a term, "Any such vacancy shall be filled by the appointment of a member of the same political party as the person vacating the office in the event the person was affiliated with a political party."

3. **Filling an expired term.**

You can view a list of expiring terms by year [here](#). Once an appointed term has expired, the position is open to anyone, regardless of party affiliation, including the person who previously held the position.

4. **Submit volunteer submission form.**

Please complete the volunteer submission form.

**Source URL:** <https://www.simsbury-ct.gov/town-clerk/pages/board-committee-information-system>

# Volunteer Form Follow up Email ( # 2 )

**Butler Ericka**

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**Subject:** Your volunteer submission form has been received-Thank you!

Hello,

Your volunteer submission form has been received. Thank you for your interest in serving the Town of Simsbury! Your submission form has been forwarded on to both the Democratic and Republican Town Committees. Expect to hear a response from them within two weeks. If you do not hear a response, please feel free to contact them using the contact information below:

Democratic Town Committee Nominating Chair: Email:

Republican Town Committee Nominating Chair: Email:

First Selectman, Eric Wellman, and Selectman, Mike Paine are both members of a workgroup that is currently in place to review the appointment process of unaffiliated voters to the Town's boards/commissions. You can contact Eric and/or Mike with any questions regarding this workgroup and the current process in place using the contact information below:

Eric Wellman [ewellman@simsbury-ct.gov](mailto:ewellman@simsbury-ct.gov)

Mike Paine [mpaine@simsbury-ct.gov](mailto:mpaine@simsbury-ct.gov)

You can also view agendas, minutes and a brief description of the workgroup [here](#).

Thank you,

*Ericka Butler*

Simsbury Town Clerk

Phone: (860) 658-3261

Fax: (860) 658-3206

[ebutler@simsbury-ct.gov](mailto:ebutler@simsbury-ct.gov)



Electronic  
Resignation  
Submission  
Form  
(# 3)

Published on *Simsbury CT* (<https://www.simsbury-ct.gov>)

[Home](#) > Resignation Submission Form

## Resignation Submission Form

If you are no longer able to serve as a member on a board/commission of the Town of Simsbury, please complete and submit the form below. By clicking submit, you are confirming your resignation from the board/commission stated and you attest that you are the person stated below that is submitting this resignation notice to the Town of Simsbury.

**Member's Name \***

Please enter your first and last name.

**Address \***

Please enter in your house number, street, town and zip code.

**Phone # \***

Please enter phone number with area code.

**Email \***

Please enter your email address.

**Type of Member \***

Please enter 'Regular,' 'Alternate' or 'Temporary.'

**Name of Board/Commission \***

Please enter the name of the Board/Commission that you were a member of.

**Effective Date of Resignation \***

Please use the following format: MM/DD/YYYY

**Reason for Resignation**

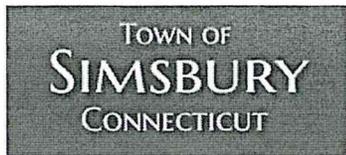
Please enter the reason for your resignation. For ex. moving out of Town.

**Any Additional Comments**

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Source URL: <https://www.simsbury-ct.gov/town-clerk/webforms/resignation-form>

# Electronic Conflict of Interest Form (#4)



Published on *Simsbury CT* (<https://www.simsbury-ct.gov>)

[Home](#) > [Government](#) > [Town Clerk](#) > Conflict of Interest Acknowledgment Form

## Conflict of Interest Acknowledgment Form

CODE OF THE TOWN OF SIMSBURY, CONNECTICUT  
PART I ADMINISTRATIVE LEGISLATION / Chapter 13, ETHICS, CODE OF /  
Acknowledgment Form and Charter Section 1003

I have read Section 1003 of the Charter of the Town of Simsbury, the Code of Ethics Ordinance, and the Guidelines issued thereunder. I understand my responsibilities as a member of and I am in compliance with the Charter and the Code of Ethics. I have indicated in the space below any areas of conflict should they arise in matters before our board, commission, agency or department, and I agree to report any future conflicts under the provisions of Section 1003 of the Charter.

### CONFLICTS OF INTEREST - SECTION 1003

It is hereby declared to be the policy of the Town that any elected or appointed officer, any member of any board or commission or any employee of the Town who has a financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or any board or commission, shall disclose that interest to the Board of Selectmen, which shall record such disclosure upon the official record of its meetings. Such disclosure of a financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or of any board or commission shall disqualify such elected or appointed official or such member of a board or commission or such Town employee from participation in the awarding, assignment or discussion of said contract, transaction or decision. Violation by any such official, board or commission member or employee of the provisions of this section shall be grounds for his/her removal.

Board/Commission Name: \*

Areas of Exception: \*

Please enter any areas of conflict.

Name: \*

Please enter first and last name.

Date: \*

Please use the following format: MM/DD/YYYY

Source URL: <https://www.simsbury-ct.gov/town-clerk/webforms/conflict-of-interest>

# Electronic Appt. Letter (#5)

Butler Ericka

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**Subject:** Confirmation of Appointment to Office  
**Attachments:** Code of Ethics Form Acknowledgement Form.pdf

## Confirmation of Appointment to Office by the Board of Selectmen

The Simsbury Board of Selectmen has appointed you as a \_\_\_\_\_ Member of the \_\_\_\_\_ . Your term will expire \_\_\_\_\_ .

## Complete Online Acknowledgement Form

Before you attend a meeting, we ask that you submit the following acknowledgement form:

## Submit a Signed Conflict of Interest Form

Please visit the following webpage to submit your conflict of interest form: [Online Form](#). It is also attached to this email if you would prefer to print, complete and submit to the Town Clerk's Office.

## Freedom of Information Act and Connecticut State Library - Document Retention Policies

Please see attached for information regarding the Freedom of Information Act and Connecticut State Library – Document Retention Policies.

## If you Choose to Resign from this Committee:

If you choose to resign, you may submit your resignation electronically at the following webpage: [Online Form](#). You may also email the Town Clerk with your resignation or submit a hardcopy resignation letter to the Town Clerk's Office, 933 Hopmeadow, Simsbury, CT 06070.

Sincerely,

*Ericka Butler*

Simsbury Town Clerk  
Phone: (860) 658-3261  
Fax: (860) 658-3206  
[ebutler@simsbury-ct.gov](mailto:ebutler@simsbury-ct.gov)

Electronic Resignation  
Acknowledgment Form (# 6)

**Butler Ericka**

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**Subject:** Thank you for your service to the Town of Simsbury!

The Board of Selectmen has acknowledged your resignation at its most recent meeting.

We appreciate your contributions of time and dedication in volunteer service to the Town of Simsbury. Our best wishes to you as you move on to other interests.

Sincerely yours,

*Ericka Butler*

Simsbury Town Clerk

Phone: (860) 658-3261

Fax: (860) 658-3206

[ebutler@simsbury-ct.gov](mailto:ebutler@simsbury-ct.gov)