



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 18th 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 13th. 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