



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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Personnel Sub-Committee

November 10, 2021

8:00AM

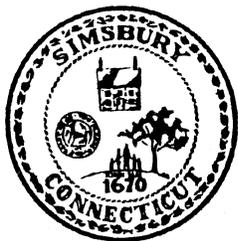
Main Meeting Room, Town Hall, 933 Hopmeadow Street

REGULAR MEETING AGENDA

Call to Order

- 1) Approval of August 12, 2021 Minutes
- 2) Technology Task Force Reappointments
- 3) Housekeeping Items
 - a) 2022 Regular Meeting Schedule
 - b) Review of List of Permanent & Temporary Committees

Adjournment



Town of Simsbury

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Maria E. Capriola - Town Manager

To: Personnel Sub-Committee

From: Maria Capriola, Town Manager

Cc: Melissa Appleby, Deputy Town Manager; Eric Gomes, HR Coordinator; Tom Fitzgerald, Management Specialist; Amy Meriwether, Finance Director

Date: November 10, 2021

Re: Proposed Re-Appointments and Resignations for Technology Task Force

Background

The Technology Task Force terms are coterminous with the Board of Selectmen and members need to be reappointed every 2 years following recommendations from the Personnel Sub-Committee. There are 6 members to reappoint and 2 members who will not be reappointed.

There will be 3 vacancies to fill on this committee. In January 2020, staff posted a recruitment notice for one of the prior existing vacancies, for which we received 9 applications. Due to COVID, that recruitment was never completed. We now have a total of 10 applications for the Task Force. Staff would like to reach out to those applicants to gauge their interest, and will work to schedule interviews with the Personnel Sub-Committee and the chair of the Task Force.

Recommendation

I am recommending that the proposed re-appointments and resignations for the Technology Task Force be approved as presented. If endorsed by the Personnel Sub-Committee, I would plan to submit the proposed re-appointments and resignations to the full Board of Selectmen at your December 6th meeting.

Suggested Motion

If the Personnel Sub-Committee is in support of the proposed recommendation, the following suggested motion is in order:

Move effective November 10, 2021, to endorse the proposed re-appointments and resignations as presented. Further move to recommend the re-appointments and resignations be forwarded to the full Board of Selectmen for approval.

Appointments

- *Michael Doyle (R) as a Regular Member of the Technology Task Force with a term expiring December 4, 2023.*

- *Evan Marks (U) as a Regular Member of the Technology Task Force with a term expiring December 4, 2023.*
- *Elizabeth Peterson (R) as a Regular Member of the Technology Task Force with a term expiring December 4, 2023.*
- *Harald Bender (U) as a Regular Member of the Technology Task Force with a term expiring December 4, 2023.*
- *John Jahne (U) as a Regular Member of the Technology Task Force with a term expiring December 4, 2023.*
- *William Rucci (U) as a Regular Member of the Technology Task Force with a term expiring December 4, 2023.*

Resignations

- *Paul Kelley (R) as a Regular Member of the Technology Task Force.*
- *Ramon Rosati (D) posthumously as a Regular Member of the Technology Task Force.*

Attachments

- a) Technology Task Force Rules and Procedures



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SIMSBURY TECHNOLOGY TASK FORCE STATEMENT OF PURPOSE AND PROCEDURES *Approved by Board of Selectmen on November 9, 2020*

1. **Purpose**

The Simsbury Technology Task Force (STTF) is a temporary committee that serves as advisory to the Board of Selectmen. STTF is tasked with assisting the Town in developing and maintaining a comprehensive technology platform and services strategy. The strategy will focus on improving services for our citizens, businesses and Town employees. STTF will work with citizens, Town employees and other entities as needed to evaluate existing IT services, processes, and infrastructure in order to make cost-conscious recommendations to maintain and enhance existing products and services and to integrate emerging technologies as appropriate.

2. **Effective Date**

This policy shall remain in effect until revised or rescinded. The Town reserves the right to amend this policy as necessary.

3. **Composition/Voting**

- a) STTF shall consist of nine (9) members.
- b) Membership shall be comprised of residents from the Simsbury community.
- c) Members of STTF are appointed by the Board of Selectmen following a recommendation from the Personnel Sub-Committee; members shall have two (2) year terms coterminous with the Board of Selectmen.
- d) The Deputy Town Manager, Town IT Manager, and Director of Systems Technology for Simsbury Public Schools will be standing staff liaisons.
- e) One member of the Board of Selectmen shall be appointed as a liaison to STTF at the start of each new term.
- f) One member of the Board of Education shall be appointed as a liaison to STTF at the start of each new term.
- g) Staff and the Board of Selectmen liaison are ex-officio members with full participation rights, but are non-voting members and do not count towards the appointed composition of STTF.
- h) The presence of five (5) members shall constitute a quorum to take action. No action shall become valid unless authorized by a vote of the majority of the total membership present and voting.

4. **Organization**

- a) On or before November 30th of each year, STTF shall elect from among the appointed members a Chair and Vice Chair.
- b) The Town Manager's Office and IT Department will provide administrative and technical support to STTF.

5. **Meetings**

- a) Meetings shall be held as often as necessary to carry out the purpose and meet established goals, but generally monthly. Subgroups of STTF shall be permitted to meet as needed to further the work of STTF; subgroup meetings shall adhere to the Freedom of Information Act as outlined in section 5(d) below.
- b) Regular meeting schedules shall be established annually and filed in accordance with Connecticut General Statutes, currently no later than January 31st annually.
- c) Staff liaisons will be responsible for scheduling and cancelling meetings, recording and filing minutes, as well as other duties that may be necessary.
- d) STTF will adhere to all rules and regulations outlined in the Freedom of Information Act.

6. **Reports**

On or before November 30th of each year, STTF shall prepare and submit to the Board of Selectmen an annual report of its activities, and goals for the upcoming year.

7. **Removal of Members**

- a) Any member who is absent from more than fifty (50) percent of STTF meetings during any twelve (12) month period may be removed, and the vacancy shall be filled as outlined in Section 3c. An exception may be granted by and at the discretion of the Town Manager due to a member's illness or other extenuating circumstances.
- b) Any member may be removed by the Board of Selectmen, upon the recommendation of the Town Manager, for cause. Such member will be afforded an opportunity for a public meeting with the Board of Selectmen prior to a final decision being made regarding their status for removal. The purpose of the public meeting is to give the member an opportunity to be heard in person before the Board of Selectmen prior to a final decision being made.

8. **Commitment of Town Funds**

In the performance of its duties, STTF shall not incur any expense, or obligate the Town to pay any expense, unless funds have been appropriated by the Town specifically for the use of STTF and authorized in advance by the Deputy Town Manager.



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Maria E. Capriola - Town Manager

To: Trish Munroe, Town Clerk
Cc: Personnel Sub-Committee
From: Maria E. Capriola, Town Manager
Date: _____, 2021
Re: Personnel Sub-Committee – 2022 Regular Meeting Schedule

At their meeting on _____, 2021 the Personnel Sub-Committee agreed by consensus to a regular meeting schedule for 2022. Meetings will be held monthly on the second Thursday at 8:00 am.

Meeting dates are as follows:

January 13, 2022
February 10, 2022
March 10, 2022
April 14, 2022
May 12, 2022
June 9, 2022
July 14, 2022
August 11, 2022
September 8, 2022
October 13, 2022
November 10, 2022
December 10, 2022

The meetings will be held virtually or in a location to be determined. Meetings will be properly noticed in accordance with FOIA requirements.



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Board of Selectmen Liaison and Member Appointments and Current Assignments November 3, 2021

Board of Selectmen Sub-Committees

Public Safety (2, members)

Personnel (3, members)

Finance (3, members)

ARPA Work Group (3, members)

Sean Askham, Chris Peterson

Eric Wellman, Sean Askham, Wendy Mackstutis

Eric Wellman, Sean Askham, Jackie Battos

Sean Askham, Wendy Mackstutis, Jackie Battos

Elected Boards/Commissions

Board of Education

Board of Finance

Library Board of Directors

Planning Commission

Board of Assessment Appeals

Zoning Board of Appeals

Zoning Commission

Wendy Mackstutis

Sean Askham

Chris Peterson

Mike Paine

Chris Peterson

Chris Peterson

Mike Paine

Appointed Boards/Commissions (Established by Charter or Ordinance)

Aging and Disability Commission

Board of Ethics

Building Code Board of Appeals

Conservation Commission/Inland Wetlands

Culture, Parks and Recreation Commission

Design Review Board

Economic Development Commission (1, ex-officio member)

Historic District Commission

Housing Authority

Open Space Committee (First Selectperson, member)

Police Commission

Public Building Committee

Water Pollution Control Authority

Retirement Plan Sub-Committee (2, members)

Wendy Mackstutis

Jackie Battos

Sean Askham

Mike Paine

Chris Peterson

Jackie Battos

Jackie Battos

Mike Paine

Jackie Battos

Eric Wellman

Sean Askham

Jackie Battos

Mike Paine

Sean Askham, Chris Peterson

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8:30 - 7:00 Monday
8:30 - 4:30 Tuesday through Thursday
8:30 - 1:00 Friday

Temporary Boards/Commissions *(Requires Re-Authorization by the Board of Selectmen at their Bi-Annual Organizational Meeting)*

Business Development Committee (2, member & alternate member)	Eric Wellman, no one assigned as alternate
Clean Energy Task Force	Mike Paine
Hometown Hero Selection Committee (2, First Selectperson, member)	Eric Wellman, Mike Paine
Juvenile Review Board (1, member)	Mike Paine
SPIRIT Council	Eric Wellman, Sean Askham
Technology Task Force	Wendy Mackstutis
Youth Services Advisory Board	No one currently assigned

Commented [CME1]: Staff recommends two sub-committees of this group being created: Sustainability work group and Recycling/Swap Shack work group

Committees to Potentially be Eliminated or Consolidated

350 Anniversary Committee	
Economic Development BOS Work Group (2, members)	Eric Wellman, Jackie Battos
Short-Term Rental Ordinance Work Group	Chris Peterson, Jackie Battos
Community for Care	Wendy Mackstutis
Insurance	
Fair Rent Commission	
Tourism Committee	
Recycling Committee <i>(Consolidate with Clean Energy as a Sub-Committee)</i>	
Sustainability Team <i>(Consolidate with Clean Energy as a Sub-Committee)</i>	

Commented [CME2]: Exists by ordinance. No longer needed. Staff recommendation to repeal the ordinance.