

# Personnel Subcommittee Special Meeting - Minutes

January 29, 2015

<b>Call to Order</b>	Chris Kelly called the meeting to order at 5:45
<b>Members Present</b>	The following members were present: Cheryl Cook, Sean Askham and Chris Kelly. Director of Administrative Services Tom Cooke was also present.
<b>Public Audience</b>	<p>Joan Coe of Whitcomb Drive spoke to the group</p> <ul style="list-style-type: none"> <li>• There is a need for individuals to take leadership and take the right action for the town</li> <li>• Suggested need to initiate a Charter Revision Commission</li> </ul>
<p><b>Purpose of Hearings</b></p> <p><i>First Selectman's formal request:</i></p> <p><i>During the month of December we heard many comments from the public on the First Selectman's salary. Please have the Personnel Sub-committee hold a minimum of two public hearings on the issue of the First Selectman's Salary.</i></p> <p><i>Thank you for your willingness to engage the public in these important discussions.</i></p>	<p>The purpose of these hearings are the education, discussion, and solicitation of people's thoughts on both the</p> <ol style="list-style-type: none"> <li>1. first selectman's salary</li> <li>2. if the B.O.S. is potentially exploring a recommendation to initiate a Charter Revision Committee in part to review the First Selectman/CEO vs. town manager form of government, what would the process and potential scope areas be?</li> </ol>
<p><b>Desired End Result of Hearings</b></p>	<ul style="list-style-type: none"> <li>• Feedback and insight on people's perspective on the first selectman's salary</li> <li>• Encourage and increase public participation in the budget process</li> <li>• Provide insight into the process of how a charter revision commission would operate.</li> <li>• Create a logical and appropriate next step to the community conversation on the First Selectman's salary and form of government.</li> <li>• Public input into potential scope areas for charter revision</li> <li>• Residents more knowledgeable about the overall process.</li> </ul> <p><i>A few key comments:</i></p> <ul style="list-style-type: none"> <li>• <i>Make sure we don't go beyond the legislative authority</i></li> <li>• <i>Can't talk about salary without discussing structure</i></li> </ul>
<b>Proposed # of Hearings</b>	<p>Two:</p> <ul style="list-style-type: none"> <li>- One on first selectman's salary</li> <li>- One on charter revision process and scope</li> </ul>

<p><b>Structure of Hearings</b></p> <ul style="list-style-type: none"> <li>• <b>Outline</b></li> <li>• <b>Content</b></li> <li>• <b>Facilitation/Rules</b></li> <li>• <b>Time</b></li> </ul>	<p><b>First Selectman's Salary</b></p> <ul style="list-style-type: none"> <li>- What is being looked at that triggered the conversation (five or six key elements- salary, role, structure, job descriptions) <ul style="list-style-type: none"> <li>- What was being looked at?</li> <li>- First Selectman's job structure</li> <li>- Comparison of a few examples (include salary)</li> </ul> </li> <li>- Public input</li> </ul> <p><b>Charter Revision Exploration</b></p> <ul style="list-style-type: none"> <li>- What was being looked at that triggered the conversation on the First Selectman's role and salary.</li> <li>- Present example of Town Manager Form and Selectman CEO <ul style="list-style-type: none"> <li>- Comparison Chart – 12 Towns</li> <li>- Show Simsbury's as well – show other boards and commissions</li> <li>- Maybe – Farmington, Plainfield</li> </ul> </li> <li>- How Charter Revision Works?</li> <li>- Maybe show a comparison</li> <li>- Public Input</li> </ul>
<p><b>Potential Dates</b></p>	<p>Schedule Special Meeting for 9th</p>
<p><b>Communication/Promotion</b></p>	<ul style="list-style-type: none"> <li>- Taping the meetings and having SCTV show it</li> </ul>
<p><b>Other Issues and Next Steps</b></p>	<ol style="list-style-type: none"> <li>1) Work with Tom to identify research to help with development of content areas for information components. Individuals will be able to assist with this.</li> <li>2) Schedule a special meeting on February 9<sup>th</sup> from 5:45 – 6:45 to review content and finalize decisions on structure, dates, etc.</li> <li>3) The group felt that there was a need to get feedback/input from First Selectman and B.O.S. in relation to concept of a Charter Revision Commission.</li> </ol>
<p><b>Adjournment</b></p>	<p>The meeting was adjourned at 6:40 PM</p>