



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## **Review of Appointment Process of Unaffiliated Voters Workgroup**

Monday, July 1<sup>st</sup>, 2019

5:30 PM

Town Hall, Conference Room 103, 933 Hopmeadow Street

### **SPECIAL MEETING AGENDA-Amended**

#### Call to Order

- 1) Approval of October 1st, 2018 meeting minutes
- 2) Discussion re: RTC/DTC Diversity Task Force ideas for action to promote diversity on the Town's boards/commissions
- 3) Discussion re: deadline for recommendations of appointments to appear on BOS agendas
- 4) Discussion re: process for vetting unaffiliated voters
- 5) Discussion re: "member-at-large" slots on committees comprising of members from other committees; i.e. Business Development Committee
- 6) Discussion re: rules, regulations, guidelines, charges, etc. for current Boards/Commissions
- 7) Update from Town Clerk re: emailing appointment letters, electronic submissions of Conflict of Interest forms and resignations & volunteer forms
- 8) Next steps; possible disbanding of workgroup

#### Adjournment



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## **Review of Appointment Process of Unaffiliated Voters Workgroup**

Monday, October 1, 2018

Probate Conference Room, Town Hall, 933 Hopmeadow Street

### **MINUTES – DRAFT**

Members Present: First Selectman Eric Wellman, Mike Paine

Staff Present: Maria Capriola, Ericka Butler

The meeting was called to order at 5:00 pm

#### **1) Review of Minutes:**

The minutes from August 6, 2018 were approved by consensus.

#### **2) Discussion of Sample Committee Profiles for Town Website**

Ms. Butler and Mr. Fitzgerald prepared a sample committee profile for the town website. Discussion occurred. Additional samples will be prepared in consultation with staff (assigned to) and chairs of committees.

#### **3) Process for Vetting Unaffiliated Voters**

The potential role of the Personnel Sub-Committee in vetting unaffiliated candidates was discussed. Discussion occurred regarding the differences in the appointment process for expiring terms v. vacancies. Mr. Wellman and Mr. Paine will seek feedback from their respective town committees regarding ideas related to vetting and appointing unaffiliated candidates to boards, commissions, and committees.

#### **4) Next steps**

For the 10/25 Personnel Sub-Committee meeting, the potential role of the Personnel Sub-Committee in vetting unaffiliated candidates will be on the agenda and discussed. For board, commission, and committee terms expiring in January, Ms. Butler will prepare a “news and announcements.” Volunteer application forms received from unaffiliated voters will be forwarded onto the Personnel Sub-Committee.

The meeting adjourned at 6:15 pm.

Respectfully Submitted,  
Maria E. Capriola  
Town Manager  
Town of Simsbury

Category	Action	Person Responsible
Town Committees	1 member of RTC & 1 member of DTC attend a meeting of Simsbury Newcomers to share opportunities to serve the town	Cheryl
	1 member of RTC & 1 member of DTC attend a meeting of Junior Women's to share opportunities to serve the town	Eric
	Town Committees provide members to staff the Town tent during Septemberfest to recruit for committees	We will discuss logistics at our next meeting in early August
	Record SCTV show providing overview of boards/commissions and the appointment process	Sean / Lisa / Sharon
Town	Incorporate open Board/Commission opportunities into First Selectman's report	Eric
	Place "volunteer" button on Town homepage	Mike & Eric discuss with Maria & Ericka at 7/1 Unaffiliated Work Group meeting
	Use Town Facebook account to post opportunities to serve - Simsbury Politics, Simsbury CT, Simsbury Neighbors, LGBTQ, etc...	
	Ericka does short presentation on process - share via social media	

**Rules of Procedures / Bylaws / Guidelines / etc.  
on file in the Town Clerk's Office**

<b>Name of Board/Commission/Committee</b>	<b>Date Adopted</b>
1 Old Bridge Road Park Naming Rights Committee	5.29.2019 BOS mtg.
350th Anniversary Steering Committee	4.22.2019 BOS mtg.
Aquifer Protection Agency	
Aging & Disability Commission - Rules of Procedure	6.15.1993
Aging & Disability Commission - Mission Statement	4.21.1993
Board of Assessment Appeals	
Board of Education	
Board of Ethics - Rules of Procedure	12.3.1981, 2.8.2000
Board of Ethics - Complaint and Hearing Procedures	12.10.2008; rev. 3/11/2019
Board of Ethics - Guidelines for Gifts and Favors	9.10.2001
Board of Finance	
Board of Selectmen - Rules of Procedure and Resolution adopted 11/26/1990	11.26.1990, 12.1999, 12.2003, 12.2007, 12.2009, 12.2013, 12.2017
Building Code Board of Appeals	
Business Development Committee	Business Incentive Policy Adopted 2.11.2002; rev. 6.22.15, 8.13.18, 11.26.18
Charter Revision Commission	
Clean Energy Task Force	
Community for Care	
Conservation Commission/Inland Wetlands & Watercourses Agency - Guidelines	Adopted 9.15.1981, rev. 4.4.1989
Culture, Parks & Recreation Commission	
Design Review Board - Rules and Procedures	10.26.1993
Economic Development Commission	Ordinance adopted by the BOS on 8.13.2018
Fair Rent Commission	
Flood & Erosion Control Board	
Historic District Commission	
Hometown Hero Selection Committee	Guidlelines for Hometown Hero Program adopted 11.13.1996; rev. 2.23.1998, 3.26.2018
Housing Authority	
Insurance Committee	
Juvenile Review Board	Approved by BOS 03.10.1982, rev. 8.13.2018
Open Space Committee	
Personnel Subcommittee	
Planning Commission - Rules and Procedures	7.13.1993
Police Commission	
Public Building Committee	1.4.1998, amend. 7.11.1994
Public Safety Committee	
Recycling Committee	
Retirement Plan Sub-Committee fka Pension Committee	MOU filed 5/1/2019 between BOS, BOE, & BOF
Simsbury Fire District	
Sustainability Team	2.25.2019 BOS mtg.
Tariffville Fire District - CT Special Act 272	1.1939
Tariffville Fire District (Water Commission)	5.13.2014
Technology Task Force	
Tourism Committee	
Water Pollution Control Authority	
Youth Services Advisory Board	
Zoning Board of Appeals - Rules and Procedures	Adopted 9.5.1981, rev. 4.25.1990, 1.23.1991
Zoning Commission - Operating Guidelines	Drafted 9.18.1981, rev. 11.8.1981, 5.2.1988