



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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

Thursday, September 5<sup>th</sup>, 2019

5:30 PM

Town Hall Conference Room 103, 933 Hopmeadow Street

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

Call to Order

- 1) Approval of July 1<sup>st</sup>, 2019 meeting minutes
- 2) Update re: RTC/DTC Diversity Task Force requests
- 3) Discussion re: audit of appointed boards/commissions
- 4) Discussion re: deadline for Town Committee recommendations to BOS for 12/2/19 expiring terms
- 5) Discussion re: appointed boards/commissions whose member are not recommended by Town Committees; organizational table including links for source documents
- 6) Next steps

Adjournment



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SIMSBURY, CONNECTICUT 06070

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

Monday, July 1, 2019

Probate Conference Room, Town Hall, 933 Hopmeadow Street

### **SPECIAL MEETING MINUTES – DRAFT**

Members Present: First Selectman Eric Wellman, Mike Paine

Staff Present: Maria Capriola, Ericka Butler, Thomas Fitzgerald

The meeting was called to order at 5:30 pm

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

The minutes from October 1, 2018 were approved by consensus.

#### **2) Discussion re: RTC/DTC Diversity Task Force ideas for action to promote diversity on the Town's boards and Commissions**

The workgroup discussed possible actions that can be performed by the Town. Mr. Wellman and Mr. Paine discussed their idea of adding a volunteer button to the homepage of the Town website so anyone looking to volunteer can find how to do so easier than it currently is. Mr. Paine had a question for staff to see if they can get data for what pages on the website get the most views, staff said they would look into that. There was discussion of adding to the Town's social media presence by creating a centrally run Facebook page to promote town events and information.

#### **3) Discussion re: deadline for recommendations of appointments to appear on BOS agendas**

The workgroup discussed the strain that late additions to the agenda can create on staff to make sure that the appointments and information is correct. It was agreed that appointments and recommendations should be made by 12:00PM on the Wednesday before a Board of Selectmen meeting.

There was also discussion on the process of appointing and reappointing volunteers once terms expire. The workgroup didn't want to make current volunteers feel left out or unwanted, but there was agreement that a deadline should be in place for current volunteers to say they wish to serve another term. This deadline would allow the Town Committees sufficient time to find qualified candidates to nominate to the Board of Selectmen before the expiration date of the current term. Determining that exact deadline was not discussed and will be a topic at a future meeting of the workgroup.

**4) Discussion re: process for vetting unaffiliated voters**

The workgroup discussed what the process is for when there is a midterm appointment needed to fill a vacancy left by an Unaffiliated resignation. The workgroup agreed that in these cases the Personnel Sub-Committee should handle those cases.

**5) Discussion re: “member-at-large” slots on committees comprising of members from other committees; i.e. Business Development Committee**

The workgroup discussed when volunteer submissions get sent to the Personnel Sub-Committee vs. when they get sent to the Town Committees. The Town Clerk shared her current process.

**6) Discussion re: rules, regulations, guidelines, charges, etc. for current Boards/Commissions**

The Town Manager and Town Clerk shared a project that has been started of finding all the rules of procedures/bylaws/guidelines of all boards and commissions on file in the Town Clerk’s Office.

**7) Update from Town Clerk re: emailing appointment letters, electronic submissions of Conflict of Interest forms and resignations & volunteer forms**

Town Clerk Ericka Butler mentioned how the new procedures have made the appointment process of volunteers on boards and committees much faster and more efficient. Appointees approved by the Board of Selectmen have been able to contribute their knowledge and skills faster now that forms can be submitted and accepted online.

**8) Next steps; possible disbanding of workgroup**

The workgroup agreed they are close to finishing the original goal of what they were tasked with doing. There was discussion that potentially only a few more meetings would be needed before disbanding the Review of Appointment Process of Unaffiliated Voters Workgroup.

The meeting adjourned at 6:43 pm.

Respectfully Submitted,  
Thomas Fitzgerald  
Management Specialist  
Town of Simsbury

# Appointed Board/Commissions/Committees

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## Charge: Charter

### **Culture, Parks and Recreation Commission**

The Commission is committed to recreational and cultural activities, facilities and long range planning for the needs of the Town.

### **Conservation Commission-Inland Wetlands and Watercourses Agency**

The Conservation Commission is responsible for preserving the natural resources of the Town of Simsbury. The Commission also acts as the official Inland Wetlands and Watercourse Agency for the Town and, in that role, administers the State and Local wetlands regulations.

### **Housing Authority**

The Housing Authority existing on the effective date of this Charter is hereby designated the Housing Authority of the Town under this Charter. The Authority shall consist of five (5) members, who shall serve for terms of five (5) years. The Board of Selectmen shall appoint a successor to each such member, such successor to serve for a term of five (5) years. The Authority shall have all the powers and duties now or hereafter conferred or imposed upon such authorities by Chapter 128 of the General Statutes.

### **Aging and Disability Commission**

The Commission shall be responsible for investigating the needs of the citizens of the Town of Simsbury in the areas of aging and the disabled and shall assist public and private agencies in the implementation of programs and facilities for such needs.

### **Historic District Commission**

The Historic District Commission shall work to perpetuate and preserve the historic features of Simsbury and to promote the educational, cultural, economic, and general welfare of the public through the preservation and protection of the distinctive characteristics of buildings and places associated with the history of or indicative of a period of style of architecture of Simsbury, of Connecticut, or of the nation.

### **Economic Development Commission**

The purpose of the Commission shall be to promote and develop the economic resources of the Town and to advance the Town's economic development goals as defined by the Board of Selectmen. The Commission shall be empowered to conduct research into economic conditions and trends and to collaborate with community organizations which promote economic development.

### **Water Pollution Control Authority**

The Authority is responsible for establishing the policies concerning the installation of sanitary sewers and the operation of the Wastewater Treatment Plant.

### **Public Building Committee**

The Public Building Committee oversees projects and programs assigned by the Board of Selectmen, functions as the Town's "Owner Representative" in the design and construction of

major renovations or additions to Town buildings. Staff support is provided by the Town's Public Works Director, Town Engineer and the Board of Education's Business Manager.

**Building Code Board of Appeals**

The Building Code Board of Appeals hears appeals from persons or parties aggrieved by a decision rendered by the Town Code Official. Differences in interpretation of the Building Codes are brought before the Board and hearings are held to determine the validity of the Code Official's action.

**Board of Ethics**

The Board shall render advisory opinions with respect to the applicability of the Code of Ethics to specific situations to any agency or any official, employee or consultant pursuant to a written request or upon its own initiative; The Board may also issue guidelines; The Board shall establish procedures by which the public may initiate complaints alleging a violation of this Code of Ethics; The Board itself may also initiate such a complaint; The Board shall have that power and to hold hearings concerning the application of this Code and its violation and may administer oaths and compel the attendance of witnesses by subpoena; If an official, employee or consultant who is the subject of a complaint under investigation leaves office or employment after filing of the complaint but before resolution of the complaint, the Board shall have the power, by majority vote, to continue investigation of the complaint.

**Police Commission**

The Police Commission has direct responsibility for citizen matters, budgetary concerns, personnel matters, and collective bargaining matters. The Commission serves as the final authority for all personnel and disciplinary matters within the Police Department. The Commission is also charged with the responsibility of investigating all citizen complaints against members of the Police Department.

**Open Space Committee**

This Committee assists and advises the Board of Selectmen in identifying land suitable for acquisition or preservation.

**Design Review Board**

The duties of the Design Review Board shall be to (1) advise the Zoning Commission via reports on each application for non-residential development, and (2) to advise the Planning Commission on best land use planning practices in the Planning Commission's work in adopting or updating the Simsbury Plan of Conservation and Development.

## **Charge: Ordinance**

**Aquifer Protection Agency**

In accordance with the provisions of Connecticut General Statutes § 22a-354a et seq., the Simsbury Zoning Commission is hereby designated as the Aquifer Protection Agency (hereinafter the "Agency") of the Town of Simsbury. The staff of the Simsbury Zoning Commission shall serve as the staff of the Agency.

**Fair Rent Commission**

Pursuant to Section 15-4 of the Code of the Town of Simsbury, the Commission has the power to make studies and investigations, conduct hearings, and receive written complaints relative to rental charges or proposed increases in rental charges on housing accommodations in order to control or eliminate excessive rental charges and to retain reasonable diversity in Simsbury.

**Flood and Erosion Control Board**

The Town of Simsbury adopts the provisions of Public Act No. 509, An Act Concerning Flood Control and Soil Erosion, and as since amended by Special Session of the Legislature November 1955, for the purpose of exercising through a Simsbury Flood and Erosion Control Board the powers granted thereunder.

Hello Simsbury residents! My name is Ericka Butler and I have the privilege of serving as your Town Clerk. Today I am here to talk to you a little bit about the volunteer process in regards to serving on an appointed board and/or commission here in Town. If you are interested in serving your Town, this is a great opportunity for you!

First, start by identifying any boards and/or commissions that you may be interested in volunteering for. Maybe your current/past career is related to the scope of the board/commission; maybe you have served on a board/commission in the past that has helped you gain relevant knowledge to a certain board/commission; maybe you want to get involved with a board/commission whose mission is something you are passionate about. Whatever the reason may be, I am sure we have at least one board/commission that you will find interesting. A list of all of Simsbury's appointed boards/commissions can be found on the Town's website. You may even want to take a look at current/past agendas and minutes to get a better feel of what topics are covered at the meetings.

Next, once you have found a board/commission that interests you, check out the website meeting calendar to determine if the days/times that the board/commission meets matches your availability.

Remember, choosing a board/commission that interests you and is one whose schedule fits your schedule is very important in helping you remain an active participant.

Finally, tell us a little bit about yourself by completing the volunteer form located on the Town's website and submit!

For more information on the process, please visit: [www.simsbury-ct.gov/volunteer](http://www.simsbury-ct.gov/volunteer)

And as always, if you have any questions at all, I would be glad to talk with you. You can call or email me at: (860) 658-3243 or [ebutler@simsbury-ct.gov](mailto:ebutler@simsbury-ct.gov)

Thank you for your time and I look forward to receiving your volunteer forms!



# Interested in Serving Your Town?

Volunteer to serve on one of the Town's Boards/Commissions!

## Here's how to get started:

- Identify board/commission of interest
  - A list of all the Town's boards/commissions can be found on the Town's website. Read about them to identify which board/commission you would be most interested in.
  - Check the meeting calendar to determine what days/times and how often the board/commission meets.
  - 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.
- Complete the volunteer form located on the Town's website and submit!

**For more information on the volunteer process, as well as a link to the volunteer form please visit:**

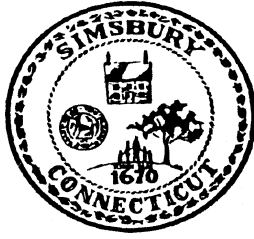
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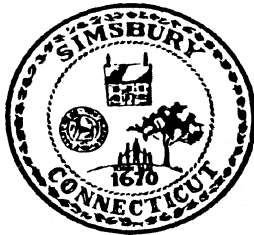
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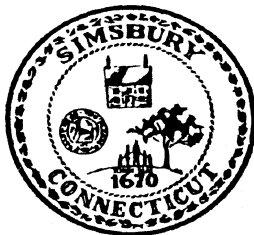
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#### List of Committees

Health & Welfare
Human Relations
Insurance Committee
Finance Sub-Committee
Long Range Planning
Eno Farms Complex Sub-Committee

**TOWN OF SIMSBURY - September 5, 2019**

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