



Town of Simsbury

933 HOPMEADOW STREET

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