



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

January 9, 2020

7:30AM

Main Meeting Room, Town Hall, 933 Hopmeadow Street

REGULAR MEETING AGENDA

Call to Order

- 1) Staff Training and Development
 - a) Executive Coaching
 - b) 360 Degree Evaluations
 - c) DISC Assessments
- 2) Vacancies and Reappointments to Boards, Commissions and Committees for Personnel Sub-Committee - Update
- 3) Draft Anti-Harassment Policy
- 4) Classification and Compensation Work – Oral Report
 - a) Accountant Position
 - b) Finance Director Position (temporary increase)
 - c) Other
- 5) Approval of Minutes
 - a) December 12, 2019

Adjournment

Volunteers Wanted – Board of Assessment Appeals & Technology Task Force

Board of Assessment Appeals

The Town of Simsbury is seeking a volunteer to serve as an alternate member of the Board of Assessment Appeals. The Board hears property assessment appeals from homeowners, commercial property owners, owners of business personal property and automobile owners. The Board typically meets three to four times in March or April each year to hear property assessment appeals and in once September to hear appeals of motor vehicle assessments only. Alternate members of the Board of Assessment Appeals are appointed for each member of the Board. When seated, an alternate member has all the powers and duties of a member.

Technology Task Force

The Town is seeking a volunteer to serve as a regular member of its Technology Task Force. The Task Force assists the Town in maintaining a comprehensive technology platform and evaluates existing services, processes and infrastructure. While all are encouraged to apply, persons interested in serving on the Task Force should have an interest and experience in information technology. The Task Force meets monthly.

Interested individuals should visit <https://simsburyctboards.vt-s.net/> and click on “New Volunteer Form” to submit an application. Volunteers are strongly encouraged to apply by Friday, January 3, 2020.

Last Name	First Name	Address	Phone	Email	Possible Membership Slot	Party Affiliation	Notes
Alexander	Stephen	██████████ ██████████	██████████	██████████	Technology Task Force	R	I have been involved in technology for my entire career, starting in 1985 upon college graduation. I have specifically been involved in information security for the past 20 years for two Fortune 250 companies: Circuit City in Richmond, Virginia (until 2008), then MassMutual (Fortune 100 company) since then. I hold my CISSP (Certified Information Security Systems Professional) designation, originally obtained in January of 2004. I have lived in Simsbury since 2016 with my wife, a direct descent of a Simsbury founding (Case) family that has lived here for the entire 350 years of the town's existence. Finally, I have been a licensed amateur radio (ham) operator since 1979, holding a General Class license since the early 2000s (originally licensed in 1979).
Freidline	Greg	██████████ ██████████	██████████	██████████	Technology Task Force		I have a BS in Computer Science and a MBA. I have over ten years of total experience in Information Technology with the past 8 at an assistant director or directors level within higher education. Of that six years with a public university. Both higher education and working in the public sector add to my knowledge and experience that would benefit this task force. I am available most evenings and weekends.
Colangelo	Thomas	██████████ ██████████	██████████	██████████	Technology Task Force	R	I can be available at least 8 hours per week. I have no specific training or education in technology. However, while working as a Department of the Army civilian, I conceived and directed development of the Army's first web-based, enterprise-wide, AIS.
Diamond	Elizabeth	██████████ ██████████	██████████	██████████	Board of Assessment Appeals	D	I am applying to be a alternate member of the Board of Assessment Appeals. As there is no check box for this below I have sent an email to the town clerk Ericka Butler on 12/18/19. With my strong financial background and my interest in the town (resident for 12 years), combined with my compassion I believe I would make a great alternative. I am available in the evenings for meetings.

Dated 1/6/2020

Board /Commission

		Expiration Date	First Name	Last Name	Party	Continue?
COMMUNITY FOR CARE COMMITTEE		2019-12-02	Sally	Rieger	D	Y
COMMUNITY FOR CARE COMMITTEE		2019-12-02	Candace	Brohinsky	D	
COMMUNITY FOR CARE COMMITTEE		2019-12-02	Rebecca	Rosenthal	D	
COMMUNITY FOR CARE COMMITTEE		2019-12-02	Chris	Kelly	D	
COMMUNITY FOR CARE COMMITTEE		2019-12-02	Gene	Ott	D	Y
COMMUNITY FOR CARE COMMITTEE		2019-12-02	Heather	Mudano	D	
COMMUNITY FOR CARE COMMITTEE		2019-12-02	Hannah	Reynolds	D	
COMMUNITY FOR CARE COMMITTEE		2019-12-02	Cheryl	Cook	R	Y
COMMUNITY FOR CARE COMMITTEE		2019-12-02	Nancy	Scheetz	R	N
COMMUNITY FOR CARE COMMITTEE		2019-12-02	Richard	Holden	U	
COMMUNITY FOR CARE COMMITTEE		2019-12-02	Marc	Lehman	U	Y
COMMUNITY FOR CARE COMMITTEE		2019-12-02	Thomas	Steen	U	Y
COMMUNITY FOR CARE COMMITTEE		2019-12-02	Karen	Gallagher	U	Y
COMMUNITY FOR CARE COMMITTEE		2019-12-02	Sarah	Gwinn	U	
HEARING OFFICERS	SEAT 1	2019-12-02	Robert	Moran Jr	U	Y
HEARING OFFICERS	SEAT 2	2019-12-02	Stephen	McDonnell	U	Y
HEARING OFFICERS	SEAT 3	2019-12-02	Donald	Kipetz	U	
HOMETOWN HERO SELECTION	PREVIOUS HOMETOWN HERO	2019-12-02	T.J.	Donohue	D	Y
HOMETOWN HERO SELECTION	BUSINESS LEADER	2019-12-02	Thomas	Horan	D	N
HOMETOWN HERO SELECTION	HISTORICAL SOCIETY	2019-12-02	Elaine	Lang	D	
HOMETOWN HERO SELECTION	FIRST SELECTMAN	2019-12-02	Eric	Wellman	D	
HOMETOWN HERO SELECTION	VETERANS GROUP	2019-12-02	Leonard	Lanza	U	Y
HOMETOWN HERO SELECTION COMMITTEE	BOARD OF SELECTMEN	2019-12-02	Mike	Paine	R	Y
OPEN SPACE COMMITTEE	FIRST SELECTMAN	2019-12-02	Eric	Wellman	D	
OPEN SPACE COMMITTEE	AT-LARGE	2019-12-02	Helen	Peterson	D	Y
OPEN SPACE COMMITTEE	ZONING COMMISSION	2019-12-02	David	Ryan	D	
OPEN SPACE COMMITTEE	PLANNING COMMISSION	2019-12-02	William	Rice	R	Y
OPEN SPACE COMMITTEE	CONSERVATION COMMISSION	2019-12-02	Margery	Winters	R	Y
OPEN SPACE COMMITTEE	CULTURE, PARKS & REC	2019-12-02	David	Bush	R	Y
OPEN SPACE COMMITTEE	AT-LARGE	2019-12-02	Timothy	Walczak	R	
OPEN SPACE COMMITTEE	AT-LARGE	2019-12-02	Susan	Masino	U	Y



Town of Simsbury

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TOWN OF SIMSBURY Anti-Harassment Policy

Adopted by the Board of Selectmen on [month] [day], [year]

I. Purpose

The Town of Simsbury (Town) is committed to providing and maintaining a work environment in which everyone is treated fairly and with respect and dignity. The Town strictly prohibits harassment of any kind towards anyone. This includes, but is not limited to, legally recognized and protected classes based on race, religion, age, sex, marital status, sexual orientation, gender identity or expression, genetic information, national origin, ancestry, military service, veteran status, or disability except in the case of, bona fide occupational qualification or business necessity. All Town officials and employees are expected to comply with this policy. The principles and complaint procedures set forth in this policy apply to sexual harassment and all other forms of harassment involving agency employees and anyone else such as other employees, vendors, citizens, residents, clients, and customers.

The Town of Simsbury will not tolerate a hostile work environment or harassment in any form. Management will not use its authority to harass employees, take or fail to take personnel action as a reprisal against an employee for resisting or reporting any act of harassment, or tolerate any harassment, verbal or physical, of an employee towards another employee. Anyone who engages in such conduct will be subject to discipline up to and including immediate discharge. All staff are responsible for seeing that our workplace is free of harassment.

- A. **Sexual Harassment.** As the prevention of sexual harassment deserves special attention, some sections of this policy focus directly on sexual harassment. The policy establishes a zero tolerance standard for all forms of sexual harassment towards any employee or by any employee.
- B. **Other Forms of Harassment.** This policy is also applicable to the harassment of members of a legally protected class and other harassment visited upon a Town employee, as such behavior is not only unfair, but also may impede the Town's service to the public.

II. Prohibited Conduct

The Town of Simsbury will not tolerate harassment as defined in this policy by anyone, including any supervisor, co-worker, vendor, citizen, resident, client or customer, whether in the workplace, at assignments outside the workplace, at Town-sponsored (social) functions.

III. Effective Date

This policy shall be effective immediately and shall remain in effect until revised or rescinded.

IV. Definition

- A. **“Sexual harassment”** is a form of sex discrimination, prohibited by both state and federal law (see C.G.S. § 46a-60(a)(8) and Title VII of the Civil Rights Act of 1964). “Sexual harassment” means any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature where:
1. submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment;
 2. submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the person; or
 3. such conduct interferes with a person’s work performance or creates an intimidating, hostile or offensive working environment.

The offender or the victim of harassment may be a man, woman, or transgender, or any other person. Also, harassment can involve people of the same or the opposite gender.

- B. **“Harassment”** is unwarranted and unwanted verbal or nonverbal conduct which threatens, intimidates, or unduly aggravates or insults another person, where such conduct has the purpose or effect of creating an offensive, intimidating, degrading or hostile environment, or interferes with or adversely affects a person’s work performance.

Harassment does not include the conduct or actions of supervisors intended to provide employee discipline, such as deficiency notices, performance evaluations, oral warnings, reprimands or other supervisory actions intended to promote positive performance and/or discourage negative behavior or performance.

V. Examples of Harassment

While it is not possible to list all circumstances that may constitute harassment, the following are some examples of conduct which, if unwelcome, may constitute harassment depending on the totality of the circumstances including the severity of the conduct and its pervasiveness.

A. Sexual Harassment Examples

- Unwanted sexual advances and explicit sexual proposals;
- Demands for sexual favors in exchange for favorable treatment or continued employment;
- Suggestive comments, sexually oriented teasing or practical jokes;
- Foul or obscene body language or gestures;
- Display of printed or visual material that is foul, obscene or offensive;
- Sending or viewing jokes, pictures or other information by e-mail or the internet where the information is sexually-explicit, or where it ridicules a

person's ethnicity, religion, sexual-orientation or other unchangeable characteristics;

- Physical contact, such as touching, patting, pinching or brushing against another's body.

B. Other Forms of Harassment Examples

- Jokes about ethnicity, religious beliefs or practices, accents or gender-specific traits;
- Repeated, unscheduled demands for attention and time regarding matters of a non-urgent nature that interfere with an employee's ability to perform his or her routine job duties in a timely and effective manner;
- Any communication or action that would reasonably be considered demeaning, rude or inflammatory or otherwise incites anger, hurt, fear or embarrassment in the receiver of the communication or action;
- Unwanted questions or comments pertaining to any aspect of an employee's person or personal life;
- Unwanted contact or communication at an employee's home or in public when an employee is off duty. Examples of unwanted contact may include but are not limited to: calling an employee at their personal cell phone or land line; emailing an employee at their personal email address; and physically approaching and/or criticizing employees about work matters when the employee is off duty.

VI. Reporting Harassment

A. Victims of Harassment. If you believe that you are being harassed, you should clearly and promptly tell the offender that you want them to stop the behavior. If for any reason you do not wish to confront the offender directly or if confrontation does not successfully end the harassment, you shall immediately report the harassment to any one of the following people:

- Your supervisor, manager, or Department Head; or
- The Human Resources Coordinator; or
- The Deputy Town Manager; or
- The Town Manager

If an employee believes they are being harassed by any person identified in the reporting structure above, they should report the alleged behavior to another person identified in the reporting structure above.

If the employee has reason to believe that their supervisor or manager may be involved with the alleged harassment, the employee shall notify their Department Head, HR Coordinator, Deputy Town Manager or Town Manager directly.

If the employee has reason to believe that their Department Head may be involved with the alleged harassment, the employee shall notify the HR Coordinator, Deputy Town Manager or Town Manager directly.

Reports of alleged harassment against the Town Manager should be directed to the HR Coordinator or Deputy Town Manager; the HR Coordinator or Deputy Town Manager will notify the First Selectperson promptly.

Any employee who believes that he or she has been harassed in the workplace in violation of this policy may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, Capitol Region Office, 450 Columbus Boulevard, Hartford, CT 06031. (TELEPHONE NUMBER 860-566-7710; TDD NUMBER 860-566-7710) and/or the Equal Employment Opportunity Commission, Boston Area Office, One Congress Street, Boston, MA 02114 (TELEPHONE NUMBER 617-565-2300; TDD NUMBER 617-565-3204). Connecticut law requires that a formal written complaint be filed with the Commission on Human Rights and Opportunities within 300 days of the date when the alleged harassment occurred. Remedies for sexual harassment include cease and desist orders, back pay, compensatory damages, hiring, promotion or reinstatement.

B. Employees Who Witness Harassment. Any employee who witnesses harassment or becomes aware that another employee has been subjected to prohibited harassment is urged to immediately report the conduct to one of the individuals listed above.

C. Supervisors and Managers. Any supervisor or manager who receives a complaint about harassment, retaliation or who believes that someone is engaging in conduct that may be prohibited must immediately report it to the Human Resources Coordinator, Town Manager or Deputy Town Manager. Ignoring such conduct is not acceptable and may subject the supervisor or manager to disciplinary action.

VII. No Retaliation

The Town strictly forbids retaliation against employees who report harassment or who participate in internal or external investigations of harassment. The Town will not engage in any such retaliation nor will it permit employees to do so. The Town will not tolerate retaliatory citizen behavior/actions towards employees whom have reported harassment or participated in a harassment investigation. All employees shall report all instances of retaliation to one of the individuals listed in section VI.A of this policy.

VIII. Investigating Complaints

The Town's policy is to take all complaints and reports of harassment seriously. All complaints and reports will be investigated promptly, impartially and discreetly. Once a complaint is received, an investigation will be undertaken immediately and all necessary steps taken to resolve the problem. Employees have a duty and are obligated to participate in investigations when asked. Investigation of such matters will usually entail conferring with involved parties and any named or apparent witnesses. Where investigation confirms that harassment has occurred, the Town will promptly take corrective action. Discipline up to and including discharge from Town service, banning from Town facilities or property, or legal action may be implemented by the Town after the respondent to a complaint has had a chance to present their side of the case, and to rebut the claims made against him or her. In all cases, including those in which a harassment complaint is made against someone who is not a

town official or employee, every effort will be made to ensure that the principles of due process of law are afforded to every respondent. In this context, depending on the circumstances, due process includes, but is not limited to, the right to sufficient notice of the claims against the respondent, the right to counsel paid for by the respondent and the opportunity to rebut the allegations of the complaint in the presence of a fair and impartial decision maker.

IX. False Reports

Disciplinary action may be imposed if the Town determines that a false complaint was made under this policy.

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Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

Regular Meeting

Thursday, December 12, 2019

Main Meeting Room, Town Hall, 933 Hopmeadow Street

MINUTES - DRAFT

Members Present: Eric Wellman, Wendy Mackstutis, Sean Askham (by phone)

Staff Present: Maria Capriola, Melissa Appleby

The meeting was called to order at 7:35am.

1) Vacancies and Reappointments to Boards, Commissions and Committees for Personnel Sub-Committee Review

The group reviewed the list of board and committee members for which the Board of Selectmen plays a role in appointing. Ms. Capriola noted that the Zoning Commission is automatically designated as the Aquifer Protection Agency by ordinance, and therefore the Board does not need to make a separate appointment to that body. The group discussed the Hometown Hero Committee, and possibly engaging new individuals to serve on a rotating basis. There was consensus from the committee that the existing members to these boards and commissions should be reappointed, but that each individual should confirm that they are still interested in serving.

2) Board of Selectmen Rules of Procedure

The group discussed various components of the current Rules of Procedure. Possible edits include: changing "unanimous consent" under A162-5 to "majority"; changing "First Selectman's Office" under A162-9 to "Town Manager's Office"; and changing the time in A169-10 to 9:30pm. Ms. Capriola said that the Town Clerk will be conducting some research into other towns' rules. The group discussed possibly having the First Selectman read a statement prior to the public audience section of each meeting to set the tone and remind citizens to be respectful and civil. The group also discussed potentially moving liaison updates to the beginning of the agenda.

3) Draft Anti-Harassment Policy

Ms. Capriola said that this policy is something that we have a need for in order to set expectations for interactions between Town employees, as well as interactions between employees and members of the public. Mr. Wellman noted that under the "Purpose" section, we should indicate that the policy applies not only to Town officials and employees, but also to vendors, citizens, clients, customers and others as noted later on in the document. Discussion ensued regard the reporting of harassment, and how we can best ensure that

people have the outlet they need to properly report. Staff will look at sample whistleblower and fraud prevention policies to assist with this.

4) 2020 Regular Meeting Schedule

The group agreed to remove the July 9, 2020 meeting from the schedule. Mr. Askham made a motion to approve the schedule with that revision. Ms. Mackstutis seconded. The motion passed unanimously.

5) Approval of Minutes

a) November 25, 2019

The minutes of November 25, 2019 were approved by consensus.

Adjourn

Mr. Askham made a motion to adjourn the meeting at 8:45am. Ms. Mackstutis seconded. The motion passed unanimously.

Respectfully Submitted,
Melissa Appleby
Deputy Town Manager