



# 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 - ADOPTED**

**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