



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Review of Appointment Process of Unaffiliated Voters Workgroup

Monday, July 2nd

5:30 PM

Meeting Room 103, Town Hall, 933 Hopmeadow Street

AGENDA

Call to Order

- 1) Approval of June 18th, 2018 meeting minutes
- 2) BOS agenda submission forms regarding attachments for appointment recommendations, i.e. bios, volunteer submission forms, etc.
- 3) Introduction/Informational page leading into Board/Commission database-explanation of appointment process
- 4) Volunteer Submission Form confirmation message
- 5) Advertising board/commission vacancies
- 6) Resignation letters/acceptable formats
- 7) Appointment letter/member contact information
- 8) Next steps

Adjournment





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Review of Appointment Process of Unaffiliated Voters Workgroup

Monday, June 18th, 2018

Engineering Conference Room, Town Hall, 933 Hopmeadow Street

MINUTES – “Subject to Approval”

Members Present: First Selectman Eric Wellman, Mike Paine

Staff Present: Maria Capriola, Ericka Butler, Tom Fitzgerald

Guest Present: Tom Frank, Paul Henault, Alan Needham, Elaine Lang

The meeting was called to order at 5:34 pm



Review of Minutes:

Motion to approve the minutes from April 16th special meeting made by Selectman Mike Paine, the motion was seconded by First Selectman Eric Wellman. All were in favor, motion passed.

1) **Guests: Discussion with Town Committees Regarding Current Appointment Process.**

Guest Alan Needham led off by addressing the difficulty to find qualified candidates for some boards due to the knowledge needed or due to Charter restrictions. He noted that the current process is for the Town Committees to interview potential candidates, then the parties vote on the potential candidates, and ultimately nominees are forwarded to the Board of Selectmen for appointment. It was discussed that currently the preference is to give a spot to a member of their respective political party, but that at times the political parties have recommended unaffiliated voters for appointment.

Guest Tom Frank expressed an interest in the Town finding a way to get the Boards more diversified between “R’s”, “D’s” and “U’s”. He also wants the Town to have a more active process to recruit qualified unaffiliated voters for public service on the boards and commissions. The willingness to serve was stressed as a key quality needed when recruiting someone for a Board or Commission. Mr. Frank also recommended an annual mailing to notify the public, regardless of party, what seats are vacant and how to get involved.

Guest Paul Henault echoed the difficulty in finding qualified candidates for all openings on Boards, and the time commitment to recruit and vet potential candidates. All speakers mentioned that U’s have been asked if they are okay with switching to a party when they have expressed an interest in serving; some are and some are not.

2) Discussion on Research and Benchmarking Results Regarding appointment Process

Based on the results of the research and benchmarking conducted, staff highlighted the model utilized by the Town of Windsor, CT and noted components to their process that may be able to be used in Simsbury. Topics discussed included:

- A cover page on the website explaining the steps of getting involved. Another strength liked by staff was the convenient location of contact information in the Windsor model. On the front page it lists contacts for the Democratic Town Chair, Republican Town Chair, Town Manager Email and phone number, as well as a link to the online application. This was liked because it would give “D’s”, “R’s” and “U’s” information on who to contact when they want to volunteer and get involved.
- The Town Clerk stated the strengths she saw in the Windsor model especially the cover page of each board having the members listed, staff contact, the meeting schedule, the duties of each board and a summary of what the board is meant to do. It was noted Simsbury has some of this information but it would be beneficial to standardize it for every Board and Commission.
- The Windsor model also states the differences between a vacancy, expired term, and a soon to expire term. It was said this could help Simsbury by allowing people interested in serving on a board to see if that open seat can be given to anyone or has to go to a specific party due to the Town Charter. The Town Clerk mentioned that Simsbury’s current program has capabilities to assist but it isn’t currently being used to its full potential.
- The Town Clerk explained that at the expiration of a term, any political party or a “U” can be appointed to a seat. It was emphasized that this was at the end of an appointed term and not the case if a resignation happens in the middle of a term. It was noted by Selectman Paine that he would like to see the date of expiring terms to change to January 31st to give the Board of Selectmen proper review time of nominees.

3) Next Steps

First Selectman Eric Wellman stated he would like to pick up with agenda item #4 “BOS Agenda Submission Forms Regarding Attachments for Appointment Recommendations, i.e. Bios, Volunteer Submission Forms, etc.” at a future meeting.

The meeting adjourned at 6:53pm.

Respectfully Submitted,
Thomas S. Fitzgerald
Graduate Student Intern to the Town Manager’s Office
Town of Simsbury

Welcome to the Town of Simsbury's Board & Committees Information System

To view the Town of Simsbury's current Boards & Commissions, as well as members and terms, please access the database [here](#).

Are you interested in serving on a board and/or commission? If so, please take a look at our "Getting Started Guide" below:

Getting Started

1.) Identify boards and commissions of interest.

- a. [See here for a list of boards and commissions](#). Click on a board/commission to read more about it in order to identify which board/commission you would be interested in. Be sure to check the [meeting calendar](#) to determine how often the board/commission meets. Becoming a board/commission member is a commitment. 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.

2.) Investigate.

- a. Check to see if there is a vacancy on the board/commission of your interest. [View current vacancies here](#). **Please note:** Per Chapter VI Section 603 of the Town Charter, if a seat is vacated in the middle of a term, "Any such vacancy shall be filled by the appointment of a member of the same political party as the person vacating the office in the event the person was affiliated with a political party."
- b. You can also view a list of expiring terms by year [here](#). Once an appointed term is expired, the position is open to anyone, including the person who previously held the position.

3.) Get support and make contact.

Each Town Committee makes recommendations for appointments to the Board of Selectmen. Unaffiliated and Independent voters are always welcome and can apply to be appointed by filling out this [volunteer submission form](#) or by:

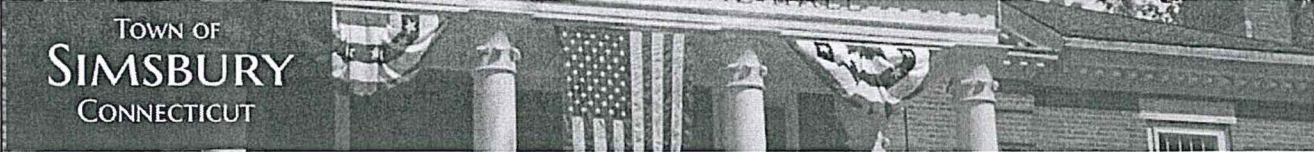
- a. Contacting the Democratic Town Committee
- b. Contacting the Republican Town Committee
- c. Contacting the Town Manager

4.) What happens next?


- a. If a Town Committee is recommending you to the Board of Selectmen for appointment, this recommendation will be added to a Board of Selectmen meeting agenda. The Board of Selectmen is the appointing authority. If your appointment is approved by the Board, the Town Clerk will receive notice of the appointment. You will then receive an appointment letter from the Town Clerk, including a 'Conflict of Interest Form' to be completed and filed with the Town Clerk, as well as an informational sheet regarding 'Freedom of Information.' You will need to be sworn in at the Town Clerk's Office before you attend your first meeting.
- b. [If you submitted a volunteer submission form...](#)

Thank you for considering volunteering your time to help serve the Town of Simsbury!

[Login](#)



Boards and Committees Information System
Code of Ethics - See Chapter 13

	Main Menu	Boards & Committees	Members	New Form	Reports
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Thank you for your interest in serving on a Board and/or Committee.

Your application will be reviewed and someone will contact you when a suitable opening becomes available.

Simsbury, CT | 933 Hopmeadow Street Simsbury, CT 06070 | (860) 658-3200 |

**SAMPLE
LETTER OF RESIGNATION**

INSTRUCTIONS

You must file the original, signed letter of resignation with the Town Clerk's Office.

Please use the sample letter or compose your own.

- (1) First field: Enter your name, and then hit the Tab key.
- (2) Second field: Enter your street address, town, state, and zip code, and then hit the Tab key.
- (3) Third field: Enter today's date as month/day/year, and then hit the Tab key.
- (4) Fourth field: Enter the position you held: a regular member or an alternate member. Hit the Tab key.
- (5) Fifth field: Enter the name of the board, commission, or committee, and then hit the Tab key.
- (6) Sixth field: Enter the date your resignation becomes effective as month/day/year.
- (7) **Print the letter**, which is page 2 of 2.
- (8) **Sign the letter.**
- (9) **Mail or bring to:**

Town Clerk, Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

The original, signed letter will become part of the Town's official records. The Town Clerk's Office will notify the First Selectman's Office upon receipt of your letter. You may send a copy to other officials.

We cannot accept a telephone call, Facsimile, E-mail or other electronic message as a resignation.

Please contact our office with any questions. Tel. 860-658-3243

Ericka L. Butler, Town Clerk
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

Dear Mrs. Butler:

I hereby resign my position as _____ member on the
_____.

Please notify the Board of Selectmen that the effective date of my resignation is
_____.

Sincerely,



Town of Simsbury

933 HOPMEADOW STREET, SIMSBURY, CONNECTICUT 06070

Ericka L. Butler, Town Clerk

Date

Mr.
Street
City, State, Zip

Dear Mr.:

Confirmation of Appointment to Office by the Board of Selectmen

At its meeting held on (Date), the Simsbury Board of Selectmen (appointed/re-appointed) you as a (Type of Member) Member of the (Board/Commission). The full, (# of years) year term, which began on (date) will end on (date). Please contact (Dept. Head), at (Phone) or (email), to provide your contact information.

Take the Oath of Office

Before you attend a meeting, we ask that you come to the Town Clerk's Office to receive the Oath of Office.

Submit a Signed Conflict of Interest Form

Please deliver your signed Conflict of Interest form to the Town Clerk's Office, 933 Hopmeadow Street, Simsbury, CT 06070. All members are required to file a signed form at the beginning of every new appointment. You may find the Code of Ethics, Chapter 13 of the Town of Simsbury Code Book, at www.simsbury-ct.gov.

Freedom of Information Act and Connecticut State Library - Document Retention Policies

Please see enclosed for information regarding the Freedom of Information Act and Connecticut State Library – Document Retention Policies.



Town of Simsbury

933 HOPMEADOW STREET, SIMSBURY, CONNECTICUT 06070

Erica L. Butler, Town Clerk

If you Choose to resign from this Committee:

If you choose to resign: write a letter, sign it, and deliver the original to the Town Clerk's Office, 933 Hopmeadow Street, Simsbury, CT 06070. There is a sample resignation letter at www.simsbury-ct.gov, search word "resignation." I will acknowledge only your original, signed letter of resignation. Please do not fax or e-mail a resignation letter. My Office will notify the Board of Selectmen and other relevant parties.

Sincerely,

Erica L. Butler

Enclosures



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

**CODE OF THE TOWN OF SIMSBURY, CONNECTICUT
PART I ADMINISTRATIVE LEGISLATION / Chapter 13, ETHICS, CODE OF /
Acknowledgment Form and Charter Section 1003**

I have read Section 1003 of the Charter of the Town of Simsbury, the Code of Ethics Ordinance, and the Guidelines issued thereunder. I understand my responsibilities as a member of _____, an employee of the Town or a consultant retained by _____, and I am in compliance with the Charter and the Code of Ethics. I have indicated in the space below any areas of conflict should they arise in matters before our board, commission, agency or department, and I agree to report any future conflicts under the provisions of Section 1003 of the Charter.

Areas of Exception:

CONFLICTS OF INTEREST - SECTION 1003

CONFLICTS OF INTEREST. It is hereby declared to be the policy of the Town that any elected or appointed officer, any member of any board or commission or any employee of the Town who has a financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or any board or commission, shall disclose that interest to the Board of Selectmen, which shall record such disclosure upon the official record of its meetings. Such disclosure of a financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or of any board or commission shall disqualify such elected or appointed official or such member of a board or commission or such Town employee from participation in the awarding, assignment or discussion of said contract, transaction or decision. Violation by any such official, board or commission member or employee of the provisions of this section shall be grounds for his/her removal.

Signature

Name (Please Print)

Date: _____



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CONNECTICUT FREEDOM OF INFORMATION ACT AND STATE LIBRARY DOCUMENT RETENTION POLICIES

Board and commission members should be aware of Chapter 14 of the Connecticut General Statutes, known as the Connecticut Freedom of Information Act ("FOIA") and the Document Retention Policies of the Connecticut State Library.

All public records and files, specifically including written and electronic correspondence, are presumed to be public documents subject to release under the terms of the FOIA.

If requested by a member of the public, public records must be made available for inspection within a reasonable time. This responsibility may include an in camera inspection by town officials and/or FOI Commission staff of all records retained on computer storage devices.

The Town has no obligation to raise or defend a claim of exemption from the FOIA disclosure requirements for any document or communication contained in computer files unless the Town, in its sole discretion, determines that a credible claim of an FOIA exemption applies.

- Find details on the *Freedom of Information Act* at www.ct.gov/foi.
- Find the municipal document retention policies at www.ctstatelibrary.org.