

TOWN OF WINDSOR, CONNECTICUT

Special Meeting Notice



AGENCY: Personnel Committee
DATE: October 12, 2016
TIME: 6:00 PM
PLACE: Town Hall – Ludlow Room

AGENDA

1. Call to order
2. Public comment
3. *Candidate Interviews and reappointments for boards and commissions
4. Executive Session
 - a) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee (Town Manager's evaluation)
5. Staff reports
6. Approval of minutes
 - a) *September 20, 2016
7. Adjournment

*Backup materials attached

Public Act 75-312 requires notice of Special Meetings to be posted in the Town Clerk's Office not less than 24 hours prior to the time of such meeting. No other business shall be considered at this meeting than that listed on this Agenda.

**Personnel Committee
Candidate Interviews & Reappointments
October 12, 2016**

6:10 PM

Ana Del Rio – interested in Commission on Aging & Persons with Disabilities, Human Relations Commission, Joint TC/BOE and Youth Commission – Unaffiliated – APPOINTMENT (no show for 5/25/16 meeting)

Commission on Aging & Persons with Disabilities – no vacancies

Human Relations Commission

- 1 Republican member vacancy
 - Three year unexpired term to expire March 31, 2018 or until a successor is appointed *(to replace Mitto)*
- 1 Democratic member vacancy
 - Three year term to expire May 31, 2019 or until a successor is appointed *(to replace R. Armstrong)*
- 2 Republican Alternate vacancies
 - Three year term to expire March 31, 2018 or until a successor is appointed *(to replace Fortunato)*
 - Three year term to expire May 31, 2018 or until a successor is appointed *(to replace Boccia)*

Joint TC/BOE – not available for citizens to apply

Youth Commission

- 1 Republican member vacancy
 - Three year term to expire September 30, 2017 or until a successor is appointed *(to replace Johnson)*
- 1 Republican Alternate vacancy
 - Two year term to expire September 30, 2018 or until a successor is appointed *(to replace Obiocha)*
- 1 Democratic member vacancy
 - Three year term to expire September 30, 2019 or until a successor is appointed

6:30 PM

Patricia Mack – Human Relations Commission – Democrat – would like to move up from an Alternate position to full membership on board - APPOINTMENT

- 1 Democratic member vacancy -
 - Three year term to expire May 31, 2019 or until a successor is appointed *(to replace Armstrong)*

REAPPOINTMENTS

Robert Mack – Windsor Housing Authority – Democratic Member- REAPPOINTMENT

- Five year term to expire July 31, 2021 or until a successor is appointed

Edward Samolyk – Insurance Commission – Democratic member – REAPPOINTMENT

- Four year term to expire October 31, 2020 or until a successor is appointed

**Special Meeting Notice
Personnel Committee
September 20, 2016
6:00 PM
Town Hall – Ludlow Room
Unapproved Minutes**

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

2. PUBLIC COMMENT

**3. CANDIDATE INTERVIEWS AND REAPPOINTMENTS FOR BOARDS
AND COMMISSIONS**

**a) Steven Fraysier – Interested in Inland Wetlands and Watercourses
Commission – Republican – APPOINTMENT**

The committee met with Mr. Fraysier to discuss his interest in becoming a member to the Inland Wetlands and Watercourses Commission. Mr. Fraysier has an engineering background. He likes the balance between construction and material resources. He has not attended any meetings but understands there is a process. He is able to make a commitment to monthly meetings and occasional informational sessions.

MOVED by Councilor Jepsen, seconded by Councilor Jenkins to APPOINT Steven Fraysier as a Republican Alternate member to the Inland Wetlands and Watercourses Commission for a four year unexpired term to expire March 31, 2017 or until a successor is appointed.

Motion Passed 3-0-0

**b) Paul St. Amand – Inland, Wetlands and Watercourses Commission –
Republican – REAPPOINTMENT**

The committee met with Mr. St. Amand to discuss his interest in being reappointed as a member on the Inland Wetlands and Watercourses Commission. Mr. St. Amand is interested in continuing with his service on this commission. He says the committee works together well and the last few years have been productive and uneventful.

MOVED by Councilor Jepsen, seconded by Councilor Jenkins to REAPPOINT Paul St. Amand as a Republican member to the Inland Wetlands and

Watercourses Commission for a four year term to expire March 31, 2020 or until a successor is appointed.

Motion Passed 3-0-0

c) William Warner-Prouty – interested in Library Advisory Board – Democrat - APPOINTMENT

The committee met with Mr. Warner-Prouty to discuss his interest in becoming a volunteer on the Library Advisory Board. He was asked to put his name in after reviewing committees. He currently serves on the Library Association. He does not believe this would be a conflict. He's attended two meetings already.

d) James Klase – interested in Conservation Commission and Inland Wetlands & Watercourses Commission – Democrat – APPOINTMENT

The committee met with Mr. Klase to discuss his interest in becoming a member to the Conservation and Inland, Wetlands and Watercourses Commission. Mr. Klase stated that he prefers the Conservation Commission. He is very interested in connecting open space to improve the town's property. He has a strong background in landscape architecture. He's read through some of the minutes to catch up. He feels he can commit to monthly meetings.

MOVED by Councilor Jepsen, seconded by Councilor Jenkins, to APPOINT James Klase as a Democratic member to the Conservation Commission, for a five year unexpired term to expire November 30, 2016 or until a successor is appointed.

Motion Passed 3-0-0

e) Jill Levine – Town Planning & Zoning Commission – Democrat – would like to move up from an alternate position to a full membership on board – APPOINTMENT

The committee met with Ms. Levine to discuss her interest in moving up from an alternate position to a full membership on the Town Planning & Zoning Commission. Ms. Levine has been on the Town Planning & Zoning Commission for three years as an alternate. She was Chair of the Inland Wetlands and Watercourses Commission for four years of the 12 years that she was on the commission. She is prepared to serve for the five year term.

MOVED by Councilor Jepsen, seconded by Councilor Jenkins, to APPOINT Jill Levine as a Democratic member to the Town Planning & Zoning Commission for a five year unexpired term to expire November 10, 2018 or until a successor is appointed.

Motion Passed 2-0-1 (Councilor Jenkins abstained)

f) Lawrence Jaggon – Town Planning & Zoning Commission – Democrat – would like to move up from an alternate position to a full membership on board – APPOINTMENT

The committee met with Mr. Jaggon to discuss his interest in moving up from an alternate position to full membership on the Town Planning & Zoning Commission. Mr. Jaggon has been on the Town Planning & Zoning Commission for almost two years. He has sat in as an Alternate several times. He recalls when Walgreens wanted to come into the community and he was part of the decline of that application. He is a nurse and is trained in infection control. He explained why this would be useful on this commission. He was previously on the Zoning Board of Appeals and then moved on. He has been on the Town Planning & Zoning Commission for a few months longer than another applicant. He is prepared to commit to this five year term.

g) James Walton – Inland Wetlands and Watercourses Commission – Unaffiliated – would like to move up from an alternate position to a full membership on board - APPOINTMENT

The committee met with Mr. Walton regarding his interest in moving up from an alternate position to a full membership on the Inland Wetlands and Watercourses Commission. Mr. Walton has been an alternate for three years on the commission. He was hesitant to apply for a full appointment due to work travel, but has been able to make most meetings. He is an engineer and has perspective on similar regulations all over the country. He would like to delve more into state regulations to see why they come to be.

MOVED by Councilor Jenkins, seconded by Councilor Jepsen to APPOINT James Walton as an Unaffiliated member, for a four year term to expire March 31, 2020 or until a successor is appointed.

Motion Passed 3-0-0

MOVED by Councilor Jenkins, seconded by Councilor Jepsen to APPOINT Kevin Washington as an Unaffiliated member to the Inland Wetlands and Watercourses Commission for a four year unexpired term to expire March 31, 2018 or until a successor is appointed.

Motion Passed 3-0-0

MOVED by Councilor Jepsen, seconded by Councilor Jenkins to APPOINT Kevin Washington as an Unaffiliated member to the Library Advisory Board for a three year term to expire April 30, 2019 or until a successor is appointed.

Motion Passed 3-0-0

4. DISCUSSION OF NEW APPLICANT FORM

The committee reviewed the suggested changes to the new applicant form as provided by Deputy Mayor Terranova.

The committee unanimously agreed to update the application on the website with the suggested changes.

5. DISCUSSION OF TOWN MANAGER'S EVALUATION

The committee reviewed and updated the Town Manager's evaluation form.

6. STAFF REPORTS

No report.

7. APPROVAL OF MINUTES

a) May 25, 2016

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the minutes of the May 25, 2016 meeting as presented.

Motion Passed 3-0-0

The next meeting is tentatively scheduled for October 12, 2016 ay 6:00 PM.

8. ADJOURNMENT

MOVED by Councilor Jenkins, seconded by Councilor Jepsen to adjourn the meeting at 8:18 p.m.

Motion Passed 3-0-0

Respectfully Submitted,

Jill Jenkins
Recording Secretary