

TOWN OF WINDSOR, CONNECTICUT
Special Meeting Notice



AGENCY: Personnel Committee

DATE: November 28, 2022

TIME: 5:30 PM

PLACE: Hybrid meeting – via Zoom & in person at Town Hall – Ludlow Room

Zoom instructions

Dialing in by Phone Only:

Please call: **312 626 6799 or 646 558 8656**

1. When prompted for participant or meeting ID enter: **885 9943 7662**
2. You will then enter the meeting muted. During Public Comment if you wish to speak press ***9** to raise your hand.

Joining in by Computer:

Please go to the following link: <https://us02web.zoom.us/j/88599437662>

1. When prompted for participant or meeting ID enter: **885 9943 7662**
2. Only if your computer has a microphone for two way communication, then during Public Comment if you wish to speak press **Raise Hand** in the webinar control. If you do not have a microphone you will need to call in on a phone in order to speak.
3. During Public Comments if you do not wish to speak you may type your comments into the Q&A feature.

AGENDA

1. Call to order
2. Public comment
3. *Candidate Interviews and reappointments for boards and commissions
4. *Approval of updated responses for board/commission applicants (appointments/reappointments)
5. Staff reports
 - a) *Review of demographic survey of boards / commissions
6. Approval of minutes
 - a) *September 22, 2022
7. Communications from Committee members
8. 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
November 28, 2022
Candidate Interviews & Reappointments**

5:40 PM

Margaret Hill – Unaffiliated – interested in Town Planning & Zoning Commission and the Connecticut Central Regional Tourism District – APPOINTMENT

Town Planning & Zoning Commission

Democratic Member

- Five year term to expire November 11, 2027 or until a successor is appointed
(to replace Jaggon)

Connecticut Central Regional Tourism District – No vacancies.

5:50 PM

Sherry Stepanek – Democrat – interested in Town Planning & Zoning Commission and the Commission on Aging & Persons with Disabilities - APPOINTMENT

Town Planning & Zoning Commission

Democratic Member

- Five year term to expire November 11, 2027 or until a successor is appointed
(to replace Jaggon)

Commission on Aging & Persons with Disabilities

Democratic Alternate member

- Two year term to expire November 30, 2024 or until a successor is appointed
(to replace Copeland)

6:00 PM

James Bennett – Unaffiliated member – Public Building Commission – REAPPOINTMENT

- Three year term to expire November 30, 2025 or until a successor is appointed
(Attendance - 2021 -21 out of 22 mtgs | 2020 – 17 out of 18 mtgs | 2019 – 21 out of 22 mtgs)

6:10 PM

Loretta Raney – Republican member – Zoning Board of Appeals – REAPPOINTMENT

- Four year term to expire November 10, 2026 or until a successor is appointed

(Attendance – 2021 – 3 out of 3 mtgs | 2020 – 4 out of 4 mtgs | 2019 – 6 out of 7 mtgs)

6:20 PM

George Bolduc – Democratic Alternate member – Public Building Commission – REAPPOINTMENT

- Three year term to expire November 30, 2025 or until a successor is appointed

(Attendance – 2021 – 18 out of 22 mtgs | 2020 - 17 out of 18 mtgs)

6:30 PM

Lawrence Jaggon – Democratic member – Town Planning & Zoning Commission – REAPPOINTMENT

- Five year term to expire November 11, 2027 or until a successor is appointed

(Attendance – 2021 – 8 out of 9 mtgs | 2020 – 10 out of 13 mtgs | 2019 – 9 out of 14 mtgs)

REAPPOINTMENTS

Patricia Bruhn – Democratic member – Hartford Area Cable Television Advisory Council – REAPPOINTMENT

- Two year term to expire June 30, 2024 or until a successor is appointed

(Attendance – 2021 – 5 out of 5 mtgs | 2020 – 4 out of 5 mtgs | 2019 – 0 out of 2 mtgs)

Charles Buder – Republican member – Insurance Commission – REAPPOINTMENT

- Four year term to expire October 31, 2026 or until a successor is appointed

(Attendance – 2021 – 8 out of 8 mtgs | 2020 – 6 out of 6 mtgs | 2019 – 2 out of 3 mtgs)

Jeffrey Dyreson – Democratic member – Citizen Advisory Task Force on Clean Energy – REAPPOINTMENT

- One year term to expire August 3, 2023 or until a successor is appointed

(Attendance – 2021 – 9 out of 10 mtgs | 2020 – 5 out of 5 mtgs)

Robert Gange – Unaffiliated member – Youth Commission – REAPPOINTMENT

- Three year term to expire September 30, 2025 or until a successor is appointed

(Attendance – 2021 – 3 out of 4 mtgs | 2020 – 3 out of 3 mtgs | 2019 – 2 out of 2 mtgs)

REAPPOINTMENTS (continued)

Bruce McCormick – Democratic member – Youth Commission – REAPPOINTMENT

- Three year term to expire September 30, 2024 or until a successor is appointed

(Attendance – 2021 – 0 out of 1 mtgs | 2020 – 3 out of 3 mtgs| 2019 – 2 out of 2)

Shanee Ransom – Democratic member – Youth Commission – REAPPOINTMENT

- Three year term to expire September 30, 2025 or until a successor is appointed

(Attendance – 2021 – 4 out of 4 mtgs)

George Slate – Republican member – Citizen Advisory Task Force on Clean Energy – REAPPOINTMENT

- One year term to expire August 3, 2023 or until a successor is appointed

(Attendance – 2021 – 10 out of 10 mtgs | 2020 – 5 out of 5 mtgs)

Elizabeth Yetman – Democratic member – Citizen Advisory Task Force on Clean Energy – REAPPOINTMENT

- One year term to expire August 3, 2023 or until a successor is appointed

(Attendance – 2021 – 9 out of 10 mtgs | 2020 – 5 out of 5 mtgs)



**TOWN OF WINDSOR
HYBRID MEETING
PERSONNEL COMMITTEE
SEPTEMBER 22, 2022
LUDLOW ROOM
UNAPPROVED MINUTES**

1. CALL TO ORDER

Present: Deputy Mayor Lisa Bress, Councilor Nuchette Black-Burke, Councilor Kristin Gluck-Hoffman

Staff: Scott Colby, Assistant Town Manager; Patrick McMahon, Economic Development Director

The meeting was called to order at 5:36 p.m.

2. PUBLIC COMMENT – None

3. ARTS COMMITTEE SUMMARY

Patrick McMahon presented information to the committee on creating a cultural district in Windsor. He will work with the Assistant Town Manager, Scott Colby, to create a proposal for creating an Arts and Culture Commission plan that will encompass the requirements needed for a cultural district in Windsor which will be reviewed by the Personnel Committee.

4. CANDIDATE INTERVIEWS AND REAPPOINTMENTS TO BOARDS AND COMMISSIONS

a) Charles Button – Democrat – Lower Farmington River & Salmon Brook Wild & Scenic Coordinating Committee – REAPPOINTMENT

The committee met with Mr. Button regarding his interest in being reappointed to the Lower Farmington River & Salmon Brook & Scenic Coordinating Committee.

MOVED by Councilor Black-Burke and seconded by Councilor Gluck Hoffman to reappoint Charles Button as a Democratic member to the Lower Farmington River & Salmon Broom Wild & Scenic Coordinating Committee for a three-year term to expire August 3, 2025 or until a successor is appointed.

Motion Passed 3-0-0

b) Ruth Jefferis – Republican – interested in Windsor Housing Authority and Commission on Aging & Persons with Disabilities – APPOINTMENT

The committee met with Ms. Jefferis regarding her interest in volunteering on the Windsor Housing Authority and/or the Commission on Aging & Persons with Disabilities.

MOVED by Councilor Gluck Hoffman, seconded by Councilor Black Burke to appoint Ruth Jefferis as a Republican member to the Windsor Housing Authority for a five year term to expire July 31, 2027 or until a successor is appointed (*to replace Gutcheon*).

Motion Passed 3-0-0

c) Jeffrey Adamson – Republican – interested in Capital Improvements Committee and Inland Wetlands and Watercourses Commission – APPOINTMENT

The committee met with Mr. Adamson regarding his interest in volunteering on the Capital Improvements Committee and/or the Inland Wetlands and Watercourses Commission.

MOVED by Councilor Black-Burke, seconded by Councilor Gluck Hoffman to appoint Jeffrey Adamson as a Republican Alternate member to the Inland Wetlands and Watercourses Commission for a four year term to expire March 31, 2025 or until a successor is appointed (*to replace Decarlo*).

Motion Passed 3-0-0

d) Latoya Edmond – Democrat – interested in Connecticut Central Regional Tourism District - APPOINTMENT

The committee met with Ms. Edmond to welcome her onto the Connecticut Central Regional Tourism District.

e) Meghan Cote – Democrat – interested in Inland Wetlands and Watercourses Commission and Lower Farmington River and Salmon Brook Wild and Scenic Coordinating Committee – APPOINTMENT

The committee met with Ms. Cote regarding her interest in becoming a member on the Inland Wetlands and Watercourses Commission and/or the Lower Farmington River and Salmon Brook Wild and Scenic Coordinating Committee.

Inland Wetlands and Watercourses Commission

MOVED by Councilor Gluck Hoffman, seconded by Councilor Black-Burke to appoint Meghan Cote as a Democratic Alternate member to the Inland Wetlands and Watercourses Commission for a four-year term to expire March 31, 2026 or until a successor is appointed (*to replace Washington*).

Motion Passed 3-0-0

Lower Farmington River and Salmon Brook Wild and Scenic Coordinating Committee

MOVED by Councilor Black-Burke, seconded by Councilor Gluck Hoffman to appoint Meghan Cote as a Democratic Alternate member to the Lower Farmington River and Salmon Brook Wild and Scenic Coordinating Committee for a three year term to expire August 3, 2025 or until a successor is appointed (*to replace Filer*).

Motion Passed 3-0-0

f) Sandra Reault – Republican – interested in Windsor Housing Authority and Town Planning and Zoning Commission – APPOINTMENT

The committee met with Ms. Reault regarding her interest in becoming a member on the Windsor Housing Authority and/or the Town Planning & Zoning Commission.

No action was taken.

g) Patricia Mack – Democrat – Human Relations Commission – REAPPOINTMENT

MOVED by Councilor Gluck Hoffman, seconded by Councilor Black-Burke to reappoint Patricia Mack to the Human Relations Commission for a three year term to expire May 31, 2025 or until a successor is appointed.

Motion Passed 3-0-0

h) Kevin Washington – Unaffiliated – Library Advisory Board – REAPPOINTMENT

MOVED by Councilor Gluck Hoffman, seconded by Councilor Black-Burke to reappoint Kevin Washington as an Unaffiliated member to the Library Advisory Board for a three year term to expire April 30, 2025 or until a successor is appointed.

Motion Passed 3-0-0

i) Sonia Asare – Democrat – Board of Ethics – REAPPOINTMENT

MOVED by Councilor Gluck Hoffman, seconded by Councilor Black-Burke to reappoint Sonia Asare as a Democratic member to the Board of Ethics for a five year term to expire July 31, 2027 or until a successor is appointed.

Motion Passed 3-0-0

j) Ikesha Guy – Democrat – Fair Rent Commission (Tenant) – REAPPOINTMENT

MOVED by Councilor Gluck Hoffman, seconded by Councilor Black-Burke to reappoint Ikesha Guy (tenant) as a Democratic member to the Fair Rent Commission for a three year term to expire March 31, 2025 or until a successor is appointed.

Motion Passed 3-0-0

k) Nigel Pepin – Green Party – Conservation Commission – REAPPOINTMENT

MOVED by Councilor Gluck Hoffman, seconded by Councilor Black-Burke to reappoint Nigel Pepin as a Green member to the Conservation Commission for a five year term to expire November 30, 2026 or until a successor is appointed.

Motion Passed 3--0-0

5. DISCUSSION REGARDING DEMOGRAPHIC SURVEY OF BOARDS/COMMISSIONS

- a) Review of new responses for applicants (appointments/reappointments)

The committee reviewed the draft responses for applicants and the proposed survey for boards and commissions and came up with the following suggestions:

- Add bullet points to delineate sections on the draft responses for applicants.
- Review with staff voluntary demographic information survey for current Board and Commission members.
- Once completed and approved by PC Committee include voluntary survey questions on future applications, but redact the information before it comes to the Personnel Committee for their review.
- Develop a platform that can assist with application collection.

6. STAFF REPORTS – None

7. APPROVAL OF MINUTES

- a) June 29, 2022

MOVED by Councilor Black-Burke seconded by Deputy Mayor Bress to approve the minutes of the June 29, 2022 meeting as presented.

Motion Passed 2-0-0 (Councilor Gluck Hoffman not present for this vote)

8. COMMUNICATIONS FROM COMMITTEE MEMBERS – None

9. ADJOURNMENT

MOVED by Councilor Black-Burke, seconded by Deputy Mayor Bress to adjourn the meeting at 7:40 p.m.

Motion Passed 2-0-0 (Councilor Gluck Hoffman not present for this vote)

Respectfully Submitted,

Councilor Nuchette Black-Burke