

TOWN OF WINDSOR, CONNECTICUT
Special Meeting Notice



AGENCY: Personnel Committee

DATE: May 3, 2023

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: **819 7654 7147**
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/81976547147>

1. When prompted for participant or meeting ID enter: **819 7654 7147**
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. *Discussion regarding Arts Commission
5. Staff reports
6. Approval of minutes
 - a) *February 27, 2023
7. Communications from Committee members
8. Adjournment

*Backup materials attached



**Personnel Committee
May 3, 2023
Candidate Interviews & Reappointments**

5:40 PM

Donald Jepsen – Republican – interested in Town Planning & Zoning Commission and Redevelopment Agency - APPOINTMENT

Town Planning & Zoning Commission

Republican Member

- Five year unexpired term to expire November 10, 2024 or until a successor is appointed
(to replace Correia)

Redevelopment Agency – application sent to Town Manager Souza for his review

5:50 PM

Hilary Carpenter – Democrat – interested in Housing Code Board of Appeals and Library Advisory Board – APPOINTMENT

Housing Code Board of Appeals

Democratic Member

- Five year term to expire October 31, 2027 or until a successor is appointed *(to replace Jacobs)*

Library Advisory Board

Democratic Member

- Three year unexpired term to expire April 30, 2025 or until a successor is appointed
(to replace Washington)

6:00 PM

Jody Denno – Democrat – interested in Human Relations Commission – APPOINTMENT

Democratic Alternate Member

- Three year unexpired term to expire March 31, 2024 or until a successor is appointed
(to replace Murrell)

6:10 PM

Richard Hazelton – Democrat – Public Building Commission – REAPPOINTMENT

- Three year term to expire November 30, 2025 or until a successor is appointed
(Attendance – 2022 – 16 out of 20 mtgs | 2021 – 21 out of 23 mtgs | 2020 – 16 out of 18 mtgs)

6:20 PM

Marlene Towers – Republican member – Inland Wetlands Watercourses Commission – REAPPOINTMENT

- Four year term to expire March 31, 2027 or until a successor is appointed
(Attendance – 2022 – 12 out of 13 mtgs | 2021 – 13 out of 13 mtg | 2020- 8 out of 10 mtg)

6:50 PM

Monika Nugent – Democrat – interested in Human Relations Commission – APPOINTMENT

Democratic Alternate Member

- Three year unexpired term to expire March 31, 2024 or until a successor is appointed
(to replace Murrell)



**TOWN OF WINDSOR
HYBRID MEETING
PERSONNEL COMMITTEE
FEBRUARY 27, 2023
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

The meeting was called to order at 5:31 p.m.

2. PUBLIC COMMENT

Eric Weiner, 130 Palisado Avenue, spoke in favor of the Personnel Committee's demographic survey, presented information and ideas on the website, schools, job descriptions and other topics.

3. CANDIDATE INTERVIEWS AND REAPPOINTMENTS TO BOARDS AND COMMISSIONS

a) Patrice Holiday – Democrat – interested in Human Relations Commission – APPOINTMENT

The committee met with Ms. Holiday regarding her interest in serving on the Human Relations Commission.

MOVED by Councilor Black-Burke, seconded by Councilor Gluck Hoffman to appoint Patrice Holiday as a Democratic member to the Human Relations Commission for a three year unexpired term to expire May 31, 2024 or until a successor is appointed (*to replace Massa*).

Motion Passed 3-0-0

b) Alfred Tanguay – Democrat – Insurance Commission – APPOINTMENT

The committee met with Mr. Tanguay regarding his interest in becoming a member on the Insurance Commission.

MOVED by Councilor Black-Burke, seconded by Councilor Gluck Hoffman to appoint Alfred Tanguay as a Democratic member to the Insurance Commission for a four year unexpired term to expire October 31, 2024 or until a successor is appointed (*to replace Samolyk*).

Motion Passed 3-0-0

c) Amy Avedisian – Democrat – interested in Commission on Aging & Persons with Disabilities - APPOINTMENT

The committee met with Ms. Avedisian regarding her interest in serving on the Commission on Aging & Persons with Disabilities.

MOVED by Councilor Black-Burke, seconded by Councilor Gluck Hoffman to appoint Amy Avedisian as a Democratic Alternate member to the Commission on Aging & Persons with Disabilities for a two year term to expire November 30, 2024 or until a successor is appointed (*to replace Copeland*).

Motion Passed 3-0-0

d) Julie Bergeron – Democrat – Conservation Commission - APPOINTMENT

The committee met with Ms. Bergeron regarding her interest in becoming a member on the Conservation Commission.

MOVED by Councilor Black-Burke, seconded by Councilor Gluck Hoffman to appoint Julie Bergeron as a Democratic member to the Conservation Commission for a five year term to expire November 30, 2028 or until a successor is appointed (*to replace Sachdev*).

Motion Passed 3-0-0

e) Charles Copeland – Democrat – Human Relations Commission –APPOINTMENT

The committee met with Mr. Copeland regarding his interest in serving on the Human Relations Commission.

MOVED by Councilor Black-Burke, seconded by Councilor Gluck Hoffman to appoint Charles Copeland as a Democratic member to the Human Relations Commission for a three year unexpired term to expire May 31, 2023 or until a successor is appointed (*to replace Jacobsen*).

Motion Passed 3-0-0

f) John Avedisian – Democratic member – Metropolitan District Commission – REAPPOINTMENT

MOVED by Councilor Black-Burke, seconded by Councilor Gluck Hoffman to reappoint John Avedisian as a Democratic member to the Metropolitan District Commission for a six year term to expire January 2, 2029 or until a successor is appointed.

Motion Passed 3-0-0

g) Deborah Baker – Unaffiliated member – Wilson/Deerfield Advisory Committee – REAPPOINTMENT

MOVED by Councilor Black-Burke, seconded by Councilor Gluck Hoffman to reappoint Deborah Baker as an Unaffiliated member to the Wilson/Deerfield Advisory Commission for a three year term to expire April 30, 2026 or until a successor is appointed.

Motion Passed 3-0-0

h) Dominic DeCarlo – Unaffiliated member – Board of Assessment Appeals – REAPPOINTMENT

MOVED by Councilor Black-Burke, seconded by Councilor Gluck Hoffman to reappoint Dominic DeCarlo as an Unaffiliated member to the Board of Assessment Appeals for a four year term to expire November 30, 2026 or until a successor is appointed.

Motion Passed 3-0-0

i) Linda Massa – Unaffiliated member – Commission on Aging & Persons with Disabilities – REAPPOINTMENT

MOVED by Councilor Black-Burke, seconded by Councilor Gluck Hoffman to reappoint Linda Massa as an Unaffiliated member to the Commission on Aging & Persons with Disabilities for a three year term to expire January 31, 2026 or until a successor is appointed.

Motion Passed 3-0-0

j) Noel Osowiecki – Democratic member – Insurance Commission – REAPPOINTMENT

MOVED by Councilor Black-Burke, seconded by Councilor Gluck Hoffman to reappoint Noel Osowiecki as a Democratic member to the Insurance Commission for a four year term to expire October 31, 2026 or until a successor is appointed.

Motion Passed 3-0-0

k) Kathryn Roby – Democratic member – Commission on Aging & Persons with Disabilities – REAPPOINTMENT

MOVED by Councilor Black-Burke, seconded by Councilor Gluck Hoffman to reappoint Kathryn Roby as a Democratic member to the Commission on Aging & Persons with Disabilities for a three year term to expire January 31, 2026 or until a successor is appointed.

Motion Passed 3-0-0

l) Marva Douglas-Wilks – Republican member – Commission on Aging & Persons with Disabilities – REAPPOINTMENT

MOVED by Councilor Black-Burke, seconded by Councilor Gluck Hoffman to reappoint Marva Douglas-Wilks as a Republican member to the Commission on Aging & Persons with Disabilities for a three year term to expire January 31, 2025 or until a successor is appointed.

Motion Passed 3-0-0

4. UPDATE: DEMOGRAPHIC SURVEY OF BOARDS/COMMISSIONS

Deputy Mayor Bress gave an update on the work that has been completed and the process the committee followed over the years in unanimous agreement. Deputy Mayor Bress stated that this survey would assist in answering some of the following questions:

- How do we fill board/commission positions?
- How do we include all citizens' perspectives?
- How do we know who to reach out to?

Deputy Mayor Bress said the survey and each individual question is optional.

Councilor Black-Burke commented that these questions are typically asked on a survey.

Deputy Mayor Bress stated the one outreach strategy might involve inviting high school students to an informational session with the Council and Town Manager to discuss volunteer opportunities on boards and commissions along with job opportunities in town government. She added that Councilor Smith provided the following outreach ideas to help fill vacancies on boards and commissions in a separate conversation. They are to:

- Include information in Welcome packet at the Windsor Chamber of Commerce
- Post information at the libraries
- Include information in Tax bill inserts

5. DISCUSSION: ARTS COMMISSION

Assistant Town Manager Colby stated that staff researched the creation of arts commissions and their missions in various municipalities in Connecticut and other states. This research was used to identify potential parameters and responsibilities for an arts commission in Windsor. Highlights of the research regarding their responsibilities include:

- To offer support and/or provide opportunities for the arts community;
- To encourage the development and enjoyment of arts and arts activities in the community;
- To select art for public display and recommend its location;
- To investigate grants and other funding opportunities for art;
- To partner with and/or support local arts organizations;
- To advise the Town Council and/or Town Manager on matters related to arts and culture;
- To offer or support education in or about the arts.

At the April 26, 2022 and June 29, 2022 Personnel Committee meeting, public comments were received pertaining to the possible creation of an arts commission.

Highlights of the outline of a proposed charge include:

1. Will work with Town Staff to identify possible art opportunities.
2. Partner with and/or support local arts organizations.
3. Support education for the arts.
4. Increase public awareness, education, and enjoyment in the arts and arts activities in the community.
5. The commission shall provide a report with recommendations to the Town Council and provide any reports as necessary and upon request.

6. Shall serve in an advisory capacity and recommendations shall not bind the Town to take any specific action or require that it appropriate funds.
7. Such other duties as assigned by Council.

Assistant Town Manager Colby also provided information in regard to having an alternative option of creating a formal board/commission. It was stated that an informal group has been meeting on a regular basis.

There was unanimous agreement from the committee to review and submit comments on the proposed charge to create a formal board/commission with the intent of presenting it to the Council.

6. STAFF REPORTS - None

7. APPROVAL OF MINUTES

- a) November 28, 2022

MOVED by Councilor Black-Burke, seconded by Councilor Gluck Hoffman to approve the minutes of the November 28, 2022 meeting as presented.

Motion Passed 3-0-0

8. COMMUNICATIONS FROM COMMITTEE MEMBERS

Councilor Black-Burke announced the March 1st Community Listening Session which will be at 6:00 PM at the town hall followed by a Health & Safety Committee meeting.

9. ADJOURNMENT

MOVED by Councilor Black-Burke, seconded by Councilor Gluck Hoffman to adjourn the meeting at 7:15 p.m.

Motion Passed 3-0-0

Respectfully Submitted,

Councilor Kristin Gluck Hoffman