

**TOWN OF WINDSOR, CONNECTICUT
Special Meeting Notice**



AGENCY: Personnel Committee

DATE: January 7, 2025

TIME: 6:00 PM

PLACE: Hybrid meeting – via Zoom & in person at Town Hall – Ludlow Room
(first floor)

Zoom instructions

Dialing in by Phone Only:

Please call: **646 558 8656 or 646 931 3860**

1. When prompted for participant or meeting ID enter: **826 6367 6528**
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/82663676528>

When prompted for participant or meeting ID enter: **826 6367 6528**

1. 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.
2. 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. Staff reports
5. Approval of minutes
 - a) *October 16, 2024
6. Communications from Committee members
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
January 7, 2025
Candidate Interviews & Reappointments**

6:10 PM

James Klase – Democrat – interested in Arts Commission and Redevelopment Agency – APPOINTMENT

Arts Commission

Democratic Member

- Three year unexpired term to expire August 29, 2026 or until a successor is appointed
(to replace Lewis)

Redevelopment Agency – currently not taking applications for this board

6:20 PM

Don Summers – Unaffiliated - interested in Windsor Housing Authority (tenant position) – APPOINTMENT

Unaffiliated Tenant Member

- Five year unexpired term to expire July 31, 2025 or until a successor is appointed
(to replace Jaamal)

6:30 PM

Donald Jepsen – Republican Member – Town Planning & Zoning Commission – REAPPOINTMENT

- Five year term to expire November 10, 2029 or until a successor is appointed
(Attendance: 2024 - 13 out of 13 mtgs | 2023 - 7 out of 12 mtgs – term began 6/5/23)

6:40 PM

Gary Johnson – Democratic Member – Public Building Commission Member – REAPPOINTMENT

- Three year term to expire November 30, 2027 or until a successor is appointed
(Attendance: 2024 – 20 out of 22 mtgs | 2023 – 16 out of 22 mtgs | 2022 – 19 out of 22 mtgs)



6:50 PM

Joe McAuliffe – Democrat – Capital Improvements Committee and Commission on Aging & Persons with Disabilities – APPOINTMENT

Capital Improvements Committee – no seats available

Commission on Aging & Persons with Disabilities

One Democratic Alternate

- Two year term to expire November 30, 2026 or until a successor is appointed
(to replace Avedisian)

7:00 PM

Karen Jackson – Republican – interested in Fair Rent Commission (Tenant), Windsor Housing Authority, Commission on Aging & Persons with Disabilities and Economic Development Commission – APPOINTMENT *(sent via two applications)*

Fair Rent Commission (Tenant)

Republican Alternate Member (Tenant)

- Three year term to expire March 31, 2027 or until a successor is appointed
(to replace D. Wise)

Windsor Housing Authority

Republican Member

- Five year unexpired term to expire July 31, 2027 or until a successor is appointed (to replace Jefferis)

Economic Development Commission – application given to Town Manager for review



**TOWN OF WINDSOR
HYBRID MEETING
PERSONNEL COMMITTEE
OCTOBER 16, 2024
LUDLOW ROOM
UNAPPROVED MINUTES**

1. CALL TO ORDER

Present: Deputy Mayor Darleen Klase, Councilor William Pelkey. Councilor Ojala Naeem

Absent: Councilor Kristin Gluck- Hoffman

The meeting was called to order at 6:10 p.m.

2. PUBLIC COMMENT - None

3. CANDIDATE INTERVIEWS AND REAPPOINTMENTS TO BOARDS AND COMMISSIONS

a) Rhonda Myers – Democrat – interested in Board of Ethics, Capital Improvements Committee and Human Resources Commission - APPOINTMENT

Board of Ethics

MOVED by Councilor Pelkey, seconded by Councilor Klase, to appoint Rhonda Myers as a Democratic member to the Board of Ethics for a five year unexpired term to expire July 31, 2028 or until a successor is appointed *(to replace Garry)*.

Motion Passed 3-0-0

Capital Improvements

MOVED by Councilor Pelkey, seconded by Councilor Klase, to appoint Rhonda Myers as a Democratic member to the Capital Improvements Committee for a three year term to expire May 5, 2027 or until a successor is appointed *(to replace Morando)*.

Motion Failed 0-3-0

Human Relations Commission

MOVED by Councilor Pelkey, seconded by Councilor Klase, to appoint Rhonda Myers as a Democratic Alternate member to the Human Relations Commission for a three year term to expire May 31, 2027 or until a successor is appointed *(to replace Bobb)*.

Motion Passed 3-0-0

b) Julian Bembry – Unaffiliated – interested in Capital Improvements Committee and Redevelopment Agency – REAPPOINTMENT

MOVED by Councilor Pelkey, seconded by Councilor Naeem, to appoint Julian Bembry as an Unaffiliated member to the Capital Improvements Committee for a three year unexpired term to expire May 5, 2027 or until a successor is appointed *(to replace Morando)*.

Motion Passed 3-0-0

Redevelopment Agency is currently on hiatus.

c) Beverly Fitzpatrick – Democrat – interested in Human Relations Commission – APPOINTMENT

MOVED by Councilor Pelkey, seconded by Councilor Naeem, to appoint Beverly Fitzpatrick as a Democratic Alternate member to the Human Relations Commission for a three year unexpired term to expire May 31, 2027 or until a successor is appointed *(to replace Denno)*.

Motion Passed 3-0-0

d) Rachel Cusanno – Unaffiliated – interested in Fair Rent Commission (Tenant) – APPOINTMENT - TABLED

MOVED by Councilor Pelkey, seconded by Councilor Naeem to appoint Rachel Cusanno as an Unaffiliated tenant member to the Fair Rent Commission for a three year term to expire March 31, 2026 or until a successor is appointed.

Motion Passed 3-0-0

MOVED by Councilor Naeem, seconded by Councilor Pelkey to table all recommendations for the Fair Rent Commission.

Motion Passed 3-0-0

NOTE: The Personnel Committee recommends for the Fair Rent Commission to:

- Require that they have a meeting at least once per year
- Include language to clarify that the scope of duties includes outreach, education to public, land lords and tenants.

After clarification of the above, the committee at its next meeting will make appointments and reappointments to the Fair Rent Commission.

Motion Passed 3-0-0

e) Alysse Reynolds – Democrat - interested in Fair Rent Commission (Landlord) and Economic Development Commission – APPOINTMENT - TABLED

- f) Tylon Chaney – Unaffiliated – Fair Rent Commission (Homeowner) member – REAPPOINTMENT - TABLED**
- g) Don Summers – Unaffiliated – interested in Windsor Housing Authority (tenant position) – APPOINTMENT – NO SHOW**
- h) Charles Jackson – Republican member (Homeowner) – Fair Rent Commission – REAPPOINTMENT – NO SHOW**
- i) Danette Brown – Unaffiliated – interested in Windsor Housing Authority and Commission on Aging & Persons with Disabilities - APPOINTMENT**

Windsor Housing Authority

MOVED by Councilor Naeem, seconded by Councilor Pelkey, to appoint Danette Brown as an Unaffiliated member to the Windsor Housing Authority for a five year unexpired term to expire July 31, 2027 or until a successor is appointed *(to replace Jefferis)*.

Motion Passed 3-0-0

Commission on Aging & Persons with Disabilities

MOVED by Councilor Naeem, seconded by Councilor Pelkey to appoint Danette Brown as an Unaffiliated member to the Commission on Aging & Persons with Disabilities for a two year term to expire January 30, 2026 or until a successor is appointed *(to replace Massa)*.

Motion Passed 3-0-0

- j) Patricia Bruhn – Democratic Member – Hartford Area Cable Television Advisory Council – REAPPOINTMENT**

MOVED by Councilor Naeem, seconded by Councilor Pelkey, to reappoint Patricia Bruhn as a Democratic member to the Hartford Area Cable Television Advisory Council for a two year term to expire June 30, 2026 or until a successor is appointed.

Motion Passed 3-0-0

- k) Judy-Ann Cooke – Democratic Member – Human Relations Commission – REAPPOINTMENT**

MOVED by Councilor Naeem, seconded by Councilor Pelkey, to reappoint Judy-Ann Cooke as a Democratic member to the Human Relations Commission for a three year term to expire March 31, 2027 or until a successor is appointed.

Motion Passed 3-0-0

l) Charles Jackson – Republican member – Hartford Area Cable Television Advisory Council – REAPPOINTMENT

MOVED by Councilor Naeem, seconded by Councilor Pelkey, to reappoint Charles Jackson as a Republican member to the Hartford Area Cable Television Advisory Council for a two year term to expire June 30, 2026 or until a successor is appointed.

Motion Passed 3-0-0

m) Donald Jepsen – Republican Member – Great Pond Improvement District – REAPPOINTMENT

MOVED by Councilor Naeem, seconded by Councilor Pelkey, to reappoint Donald Jepsen as a Republican member to Great Pond Improvement District for a four year term to expire July 20, 2028 or until a successor is appointed.

Motion Passed 3-0-0

n) Stephen McKay – Unaffiliated Member – Windsor Housing Authority - REAPPOINTMENT

MOVED by Councilor Naeem, seconded by Councilor Pelkey, to reappoint Stephen McKay as an Unaffiliated member to the Windsor Housing Authority for a five year term to expire July 31, 2029 or until a successor is appointed.

Motion Passed 3-0-0

o) Hope Ploszaj – Republican Alternate (Landlord) Member – Fair Rent Commission - REAPPOINTMENT - TABLED

p) Latoya Edmond – Unaffiliated Member – Central Regional Tourism District - REAPPOINTMENT

MOVED by Councilor Naeem, seconded by Councilor Pelkey, to reappoint Latoya Edmond as an Unaffiliated member to the Central Regional Tourism District for a three year term to expire July 1, 2027 or until a successor is appointed.

Motion Passed 3-0-0

4. DISCUSSION OF PERSONNEL COMMITTEE'S ROLE REGARDING THE REVIEW OF THE TOWN MANAGER POSITION

The committee discussed the Personnel Committees' role regarding the review of the Town Manager position. They came up with the following items:

- Contact Helene and Peter to provide date to start process in October
- Ask Peter if he has any additional questions
- Ask Amelia when last evaluation was completed and what is the timeline usually.

5. DISCUSSION OF PERSONNEL COMMITTEE MEETINGS AND RECRUITMENT

The committee discussed Personnel Committee meetings and recruitment. Some of the points/ideas included:

- Have quarterly schedule for meetings – October, January, April/May, July
- Set a day of the week for the meeting. Try for Monday off Council meeting week.
- When an applicant applies, is there is a way to get a description of what the committee does.
- Do a social media push, add to the newsletter and *There's A Lot to do in Windsor* with the Personnel Committee's schedule.

6. STAFF REPORTS - None

7. APPROVAL OF MINUTES

a) May 22, 2024

MOVED by Councilor Naeem, seconded by Councilor Klase, to approve the unapproved minutes of the May 22, 2024 meeting with the removal of the Economic Development Commission as a no show since Personnel Committee does not have preview over that commission.

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

b) June 27, 2024

MOVED by Councilor Naeem, seconded by Councilor Klase, to approve the unapproved minutes of the June 27, 2024 meeting.

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

8. COMMUNICATIONS FROM COMMITTEE MEMBERS

Councilor Pelkey expressed his concerns about individuals not knowing that once they apply for a board or commission, that their information becomes a public record. He believes individuals should be made aware of that. The committee stated they will ask if that information can be shared with the candidates when they apply.

9. ADJOURNMENT

MOVED by Councilor Naeem, seconded by Councilor Pelkey, to adjourn the meeting at 7:30 p.m.

Motion Passed 3-0-0

Respectfully Submitted,

Darleen Klase
Deputy Mayor